

**Notice of meeting of  
Decision Session - Cabinet Member for Education, Children and  
Young People's Services**

**To:** Councillor Looker (Cabinet Member)

**Date:** Tuesday, 13 March 2012

**Time:** 4.30 pm

**Venue:** The Guildhall, York

**AGENDA**

**Notice to Members – Calling In**

Members are reminded that, should they wish to call in any item on this agenda, notice must be given to Democracy Support Group by:

**10.00 am on Monday 12 March 2012** if an item is called in before a decision is taken, or

**4.00pm on Thursday 15 March 2012** if an item is called in after a decision has been taken.

Items called in will be considered by the Scrutiny Management Committee.

**Written representations in respect of items on this agenda should be submitted to Democratic Services by 5:00pm on Friday 9 March 2012.**

**1. Declarations of Interest**

At this point Members are asked to declare any personal or prejudicial interests they may have in the business on the agenda.

**2. Minutes** (Pages 3 - 6)

To approve and sign the minutes of the Decision Session of the Cabinet Member for Education, Children and Young People's Services held on 13 December 2011.

**3. Public Participation**

At this point in the meeting, members of the public who have registered their wish to speak at the meeting can do so. The deadline for registering is **5:00pm on Monday 12 March 2012**.

Members of the public may register to speak on:-

- An item on the agenda
- An issue within the Cabinet Member's remit
- An item that has been published on the Information Log since the last Decision Session (*no items have been published on the Information Log since the last session*)

**4. Appointment of Local Authority (LA) School Governors** (Pages 7 - 18)

This report provides information about the current position with regard to vacancies for Local Authority seats on governing bodies, lists current nominations for those vacancies and requests the appointment, or re-appointment of the listed nominees.

**5. Transforming Youth Support Services - Progress Report** (Pages 19 - 24)

This report provides an update on progress in implementing the new strategic approach and City of York Council restructure agreed at the Cabinet Member Decision Session on 11 July 2011.

**6. Co-ordinated admission arrangements and admission limits for primary and secondary schools in York for September 2013** (Pages 25 - 142)

This report seeks the Cabinet Member's approval for the City of York Council co-ordinated schemes and admission policies for the 2013/14 academic year. It also seeks approval of the proposed individual school maximum admission limits for the academic year beginning in September 2013.

**7. Urgent Business**

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

Democracy Officer:

Name: Jayne Carr

Contact Details:

Telephone – (01904) 552030

Email – [jayne.carr@york.gov.uk](mailto:jayne.carr@york.gov.uk)

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

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

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## About City of York Council Meetings

### Would you like to speak at this meeting?

If you would, you will need to:

- register by contacting the Democracy Officer (whose name and contact details can be found on the agenda for the meeting) **no later than 5.00 pm** on the last working day before the meeting;
- ensure that what you want to say speak relates to an item of business on the agenda or an issue which the committee has power to consider (speak to the Democracy Officer for advice on this);
- find out about the rules for public speaking from the Democracy Officer.

**A leaflet on public participation is available on the Council's website or from Democratic Services by telephoning York (01904) 551088**

### Further information about what's being discussed at this meeting

All the reports which Members will be considering are available for viewing online on the Council's website. Alternatively, copies of individual reports or the full agenda are available from Democratic Services. Contact the Democracy Officer whose name and contact details are given on the agenda for the meeting. **Please note a small charge may be made for full copies of the agenda requested to cover administration costs.**

### Access Arrangements

We will make every effort to make the meeting accessible to you. The meeting will usually be held in a wheelchair accessible venue with an induction hearing loop. We can provide the agenda or reports in large print, electronically (computer disk or by email), in Braille or on audio tape. Some formats will take longer than others so please give as much notice as possible (at least 48 hours for Braille or audio tape).

If you have any further access requirements such as parking close-by or a sign language interpreter then please let us know. Contact the Democracy Officer whose name and contact details are given on the order of business for the meeting.

Every effort will also be made to make information available in another language, either by providing translated information or an

interpreter providing sufficient advance notice is given. Telephone York (01904) 551550 for this service.

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## **Holding the Cabinet to Account**

The majority of councillors are not appointed to the Cabinet (39 out of 47). Any 3 non-Cabinet councillors can 'call-in' an item of business from a published Cabinet (or Cabinet Member Decision Session) agenda. The Cabinet will still discuss the 'called in' business on the published date and will set out its views for consideration by a specially convened Scrutiny Management Committee (SMC). That SMC meeting will then make its recommendations to the next scheduled Cabinet meeting in the following week, where a final decision on the 'called-in' business will be made.

## **Scrutiny Committees**

The purpose of all scrutiny and ad-hoc scrutiny committees appointed by the Council is to:

- Monitor the performance and effectiveness of services;
- Review existing policies and assist in the development of new ones, as necessary; and
- Monitor best value continuous service improvement plans

## **Who Gets Agenda and Reports for our Meetings?**

- Councillors get copies of all agenda and reports for the committees to which they are appointed by the Council;
- Relevant Council Officers get copies of relevant agenda and reports for the committees which they report to;
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City of York Council

Committee Minutes

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MEETING	DECISION SESSION - CABINET MEMBER FOR EDUCATION, CHILDREN AND YOUNG PEOPLE'S SERVICES
DATE	13 DECEMBER 2011
PRESENT	COUNCILLOR LOOKER (CABINET MEMBER)

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**12. DECLARATIONS OF INTEREST**

The Cabinet Member was invited to declare any personal or prejudicial interests she may have in the business on the agenda. None were declared.

**13. MINUTES**

RESOLVED: That the minutes of the Decision Session held on 11 October 2011 be confirmed and signed by the Cabinet Member.

**14. PUBLIC PARTICIPATION**

It was reported that there were no registrations to speak under the council's Public Participation Scheme.

**15. APPOINTMENTS OF LOCAL AUTHORITY (LA) SCHOOL GOVERNORS**

The Cabinet Member considered a report that provided information about the current position with regard to vacancies for Local Authority seats on Governing Bodies, listed current nominations for those vacancies, as detailed in Annexes 1 and 2 of the report, and requested the appointment, or re-appointment, of the listed nominees.

In addition to the nominees listed in the annexes to the report, the Cabinet Member was asked to consider the following nominations that had been processed since the agenda papers were published:

- Emily Wood – Danesgate Management Committee
- Andrea Durston – St Paul's CE Primary School

Officers confirmed that the necessary checks had been carried out in respect of all nominations.

The Cabinet Member stated that she was delighted that the vacancy rates for LA governors was extremely low. Recognising that governance was a crucial aspect of school improvement, the Cabinet Member requested that a paper be presented to the Decision Session in March covering issues including vacancy rates on governing bodies (not only LA vacancies), new governance arrangements and the support offered to governors by the Governance Service<sup>1</sup>.

- RESOLVED:
- (i) That the appointment or re-appointment of Local Authority Governors, as proposed in Annexes 1 and 2 of the report, be approved.
  - (ii) That, in addition to the nominations detailed in the annexes to the report, the following appointments be made:
    - Emily Wood – Danesgate Management Committee
    - Andrea Durston – St Paul’s CE Primary School

REASON: To ensure that Local Authority places on school governing bodies continue to be effectively filled.

Action Required

1. Arrange for item to be included on Forward Plan

SP

**16. EDUCATION, CHILDREN AND YOUNG PEOPLE'S CAPITAL PROGRAMME UPDATE: 2011/12 - 2013/14**

The Cabinet Member considered a report that provided an update on recent progress on major schemes within the Education, Children and Young People’s Capital Programme. The report also detailed new schemes proposed for 2012/13 and gave details of revisions to the programme.

The Cabinet Member was pleased to note the progress that had been made on a number of schemes but recognised the challenges that would be faced because of the reduction in devolved formula capital.



The Cabinet Member noted the pressure on school places in the Southbank area of the city and in particular at Knavesmire Primary School. Details were given of the proposed scheme at the school which would, in time, allow it to accommodate two forms of entry. At the request of the Cabinet Member, officers detailed how the scheme would be funded.

- RESOLVED: That the Cabinet Member recommend to Cabinet that the following be approved<sup>1</sup>:
- The schemes to be developed from within the available resources of the approved capital programme, as detailed in the report.
  - The proposal to modernise and develop Knavesmire Primary School to enable the school to provide two forms of entry, meeting the local demand for places at the school.
  - The revised schemes and funding of the capital programme, as detailed in Annex A of the report.

REASON: To enable the effective management and monitoring of the capital programme.

Action Required

1. Include in report to Cabinet

MB

Councillor Looker, Cabinet Member

[The meeting started at 4.30 pm and finished at 5.00 pm].

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**Meeting of the Decision Session – Cabinet      13 March 2012**  
**Member for Education, Children and Young**  
**People**

Report of the Director of Adults, Children and Education

**Appointment of Local Authority Governors**

**Summary**

1. This report provides information about the current position with regard to vacancies for Local Authority seats on governing bodies, lists current nominations for those vacancies, as detailed in Annex 1, and requests the appointment, or re-appointment, of the listed nominees.

**Background**

2. National benchmarking data on governor vacancies indicates a national average of 10.2% for Local Authority governor vacancies. York has 4 (2.4%) Local Authority vacancies at the time of writing this report.
3. The following table summarises the current position of Local Authority vacancies and appointments in City of York schools.

Total number of Local Authority seats in City of York schools	168
Number of Local Authority seats currently filled (or held)	159
Number of new Local Authority appointments addressed by this paper	1
Number of Local Authority reappointments addressed by this paper	4
Number of Local Authority appointments in progress/ on hold	4

Number of Local Authority vacancies remaining after this paper (excluding those where a nominee has been identified or where it has been agreed to hold vacancies)	4
Number of applicants placed in community vacancies since the last report.	2

<b>Political affiliation of Local Authority governors</b>		
<b>Party</b>	<b>Number of governors</b>	<b>Percentage of all Local Authority governors</b>
<b>Labour</b>	<b>17</b>	10.7
<b>Lib Dem</b>	<b>14</b>	8.8
<b>Conservative</b>	<b>1</b>	0.6
<b>Green</b>	<b>1</b>	0.6
<b>Independent</b>	<b>3</b>	1.9
<b>Others</b>	<b>123</b>	77.4

### **Identification of vacancies**

4. The overall picture of governor vacancies is informed by a detailed database, which includes records of all schools, the structure of their governing bodies, individuals who serve as governors and terms of office.
5. From the database can be determined such information as current vacancies and terms of office which are due to expire. In this way the Governance Service can clearly identify in advance the actions which are required and act accordingly.

### **Reviewing Vacancies**

6. The vacancy position is under constant review. When potential new governors are identified the candidate is interviewed to discuss their interest and suitability. The Chair of Governors and headteacher are also asked to meet with the candidate and show him or her around the school prior to nomination for appointment. This allows the school to assess the potential candidate in terms

of a good match for the needs of the governing body and current governors.

7. Where a term of office is due to expire, the individuals are contacted to ask whether they would like their name to be put forward again for reappointment. Chairs and headteachers are contacted to invite any relevant supporting information. Where a reappointment is appropriate, this is included on the nomination paper for consideration by the Cabinet Member.
8. All Local Authority governors are required to apply for an enhanced disclosure from the Criminal Records Bureau.
9. It should be noted that, as well as filling Local Authority vacancies, the Governance Service also assists schools who are having difficulties filling community governor vacancies.

### **Political Balance**

10. In York the Local Authority governor seats are filled on merit, rather than by strict consideration of political balance. Just under a fifth of Local Authority governors are, in practice, linked to one of the political parties. Since the recent local election the balance of political representation on governing bodies across the city no longer reflects the balance of the current administration. Steps will be taken to redress the balance over a period of time, whilst always considering the need to identify the best possible governor for a school, rather than taking account of individuals' political affiliation.

### **Consultation**

11. Consultation on the nominations for appointment has been undertaken in accordance with the agreed procedure for the appointment of Local Authority governors.

### **Options**

12. The Cabinet Member has the options of appointing/re-appointing or not appointing to fill vacant seats as proposed at Annex 1.

## **Analysis**

13. If the Cabinet Member chooses not to appoint to fill vacant seats this will have a detrimental impact on the work of governing bodies and their ability to meet statutory requirements. However, equally importantly is the need for confidence that the proposals in Annex 1 will deliver volunteers who are committed to developing their skills in order to make a strong contribution to the work of the school.

## **Corporate Priorities**

14. Good effective school governance does play a significant role in enhancing individual institutions and contributing as a result to the Learning City corporate priority which describes how

“We want to make sure that local people have access to world class education and training facilities and provision”

## **Implications**

15. There are no implications relating to equalities, crime and disorder, ITT, property, financial, legal or HR issues arising from this report.

## **Risk Management**

16. In compliance with the Council’s risk management strategy, there are no risks associated with the recommendations of this report. Good active governance arrangements do contribute to effective school management arrangements and, as a result, reduce risks to the organisation.

## **Recommendations**

17. That the Cabinet Member appoints or re-appoints, Local Authority Governors to fill vacant places as proposed in Annex 1.

*Reason: to ensure that Local Authority places on school governing bodies continue to be effectively filled*

## Contact Details

### Author:

Sue Pagliaro  
Governance Service  
Adults, Children and Education  
01904 554258

### Chief Officer Responsible for the report:

Kevin Hall  
Assistant Director, Adults, Children and Education  
01904 554207

Report  
Approved

Date

27 February 2012

### Specialist Implications Officer(s)

None

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

All

For further information please contact the author of the report

## Background Papers

None

## Annex

Annex 1 details the current position of Local Authority governor vacancies and lists those governors who are being nominated for appointment or re-appointment.

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**LA GOVERNOR NOMINATIONS AND VACANCIES:****Spring Term : March 2012****Nursery Schools**

Name Of School:	St Paul's Nursery School				
No Of LA Governors:	2	Total No Of Governors:			12
Current Appointees	Affiliation	From	To	Restanding	Vacancy Since
Mrs J Hedley-Jones	No affiliation	09/12/2009	08/12/2013	N/A	
Vacant					05/09/2011

**Nomination (s) for 1 Vacancy**

**Vacancy:** Mrs Rosy Rowley: Having been an associate member for several years and proving my commitment to the nursery school, I would like to extend my role and be able to vote on key decisions.

**Affiliation: Conservative**

**Appointment: with immediate effect**

## Primary Schools

Name Of School:	Carr Junior School				
No Of LA Governors:	3	Total No Of Governors:			15
Current Appointees	Affiliation	From	To	Restanding	Vacancy Since
Mr A Hewitt	Unknown	04/09/2008	03/09/2012	N/A	
Mr I Reavill	No affiliation	12/07/2011	11/07/2015	N/A	
Mrs C Cox	No affiliation	10/06/2008	09/06/2012	YES	
<b>Nomination (s) for reappointment</b>					
<b>Mrs Cheryl Cox</b>					
The above named governor has indicated that they would like to stand for a further term of office effective from the end date of their current term.					

Name Of School:	Clifton with Rawcliffe Primary School				
No Of LA Governors:	4	Total No Of Governors:			20
Current Appointees	Affiliation	From	To	Restanding	Vacancy Since
Miss A Campbell	No affiliation	31/10/2011	30/10/2015	N/A	
Mr V Paylor	Independent	31/10/2011	30/10/2015	N/A	
Ms E Mullally	No affiliation	13/12/2011	12/12/2015	N/A	
Vacant					
<b>Nomination (s) for 1 Vacancy</b>					
<b>Vacancy:</b> Potential governor identified to fill this vacancy					

Name Of School:	Copmanthorpe Primary School				
No Of LA Governors:	4	Total No Of Governors:			18
Current Appointees	Affiliation	From	To	Restanding	Vacancy Since
CLlr D Horton	Labour	01/09/2008	31/08/2012	N/A	
Mr G Simpson	No affiliation	16/03/2010	15/03/2014	N/A	
Mr T Myers	Unknown	16/03/2010	15/03/2014	N/A	
Vacant					04/09/2011
<b>Nomination (s) for 1 Vacancy</b>					
<b>Vacancy:</b> Potential governor identified to fill this vacancy					

Name Of School:	Fishergate Primary School				
No Of LA Governors:	3	Total No Of Governors:			14
Current Appointees	Affiliation	From	To	Restanding	Vacancy Since
CLlr A D'Agorne	Green	01/09/2010	31/08/2014	N/A	
Mrs P Piercy	Unknown	04/12/2008	03/12/2012	N/A	
Vacant					16/12/2011
<b>Nomination (s) for 1 Vacancy</b>					
<b>Vacancy:</b> Potential governor identified to fill this vacancy					

Name Of School:	Hempland Primary School				
No Of LA Governors:	4	Total No Of Governors:			18
Current Appointees	Affiliation	From	To	Restanding	Vacancy Since

Mr C Hudson	No aff	2009	31/08/2013	N/A	
Mr R Hudson	Unknown	10/06/2008	09/06/2012	YES	
Mrs H Vest	No affiliation	01/09/2010	31/08/2014	N/A	
Mrs N J Hedges	No affiliation	09/12/2009	08/12/2013	N/A	

**Nomination (s) for reappointment****Mr Richard Hudson**

The above named governor has indicated that they would like to stand for a further term of office effective from the end date of their current term.

Name Of School:	Heworth CE Primary School				
No Of LA Governors:	1	Total No Of Governors:			14
Current Appointees	Affiliation	From	To	Restanding	Vacancy Since
Mr K Goodspeed	No affiliation	10/06/2008	09/06/2012	YES	

**Nomination (s) for reappointment****Mr Kelvin Goodspeed**

The above named governor has indicated that they would like to stand for a further term of office effective from the end date of their current term.

Name Of School:	Naburn CE Primary School				
No Of LA Governors:	2	Total No Of Governors:			12
Current Appointees	Affiliation	From	To	Restanding	Vacancy Since
Mr R Knott	No affiliation	10/06/2008	09/06/2012	YES	
Vacant					04/02/2012

**Nomination (s) for reappointment****Mr Richard Knott**

The above named governor has indicated that they would like to stand for a further term of office effective from the end date of their current term.

**Nomination (s) for 1 Vacancy**

**Vacancy:** Currently no applicants for this vacancy

Name Of School:	Park Grove Primary School				
No Of LA Governors:	3	Total No Of Governors:			14
Current Appointees	Affiliation	From	To	Restanding	Vacancy Since
Mrs E Kay	Unknown	15/03/2011	14/03/2015	N/A	
Mrs J Maris	No affiliation	01/01/2010	31/12/2013	N/A	
Vacant					29/01/2012

**Nomination (s) for 1 Vacancy**

**Vacancy:** Currently no applicants for this vacancy

Name Of School:	St Barnabas' CE Primary School				
No Of LA Governors:	2	Total No Of Governors:			15
Current Appointees	Affiliation	From	To	Restanding	Vacancy Since
Mr K Myers	Unknown	08/03/2011	07/03/2015	N/A	
Vacant					29/09/2011

**Nomination (s) for 1 Vacancy****Vacancy:** Currently no applicants for this vacancy

Name Of School:	Stockton-on-the-Forest Primary School				
No Of LA Governors:	2	Total No Of Governors:			12
Current Appointees	Affiliation	From	To	Restanding	Vacancy Since
Mr R Lister	No affiliation	22/11/2009	21/11/2013	N/A	
Vacant					28/06/2011

**Nomination (s) for 1 Vacancy****Vacancy:** Currently no applicants for this vacancy

**Secondary Schools**

Name Of School:	Fulford School				
No Of LA Governors:	4	Total No Of Governors:			20
Current Appointees	Affiliation	From	To	Restanding	Vacancy Since
Dr H Altink	No affiliation	11/10/2011	10/10/2015	N/A	
Mr D Robertson	Unknown	04/12/2008	03/12/2012	N/A	
Mr I P Dolben	Unknown	01/09/2009	31/08/2013	N/A	
Vacant					09/03/2011
<b>Nomination (s) for 1 Vacancy</b>					
<b>Vacancy:</b> Potential governor identified to fill this vacancy					

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**Meeting of the Decision Session – Cabinet  
Member for Education, Children and Young  
People**

**13 March 2012**

Report of Paul Murphy, Assistant Director (Integrated Commissioning)

**Transforming Youth Support Services – progress report/  
update**

**Summary**

1. This report provides an update on progress in implementing the new strategic approach and CYC restructure agreed at the Cabinet Member decision session of 11 July 2011.

**Background**

2. The proposal document approved at the decision session of 11 July (*‘Transforming Youth Support Services’*) presented a review of the current City of York Council (CYC) Young People’s Services (YPS) and York Youth Offending Team (York YOT), in the context of substantial reductions in national and local funding. It offered proposals on three areas:
  - **The York Youth Offer** – what we will ensure York young people can access, and what YSS will provide as part of this
  - **Structure** – Proposals for the overall groupings of services, management structures and allocation of resources of ISS
  - **Roles and Job Design** – including the rationalisation of pay, grading and conditions

**Consultation**

3. Three consultation workshops have been held with representatives from the community, voluntary, uniformed and faith sectors. There is an understanding of the change of role for CYC and a degree of acceptance, albeit with reservations. We

have listened to what kind of support the independent sectors might want from CYC, and are about to consult on a practical set of short and medium term actions (mainly about improved networking and sharing of resources, equipment and buildings). The support of CVS and the Industrial Chaplain for York have been invaluable.

4. There has been statutory 90 day consultation with the trade unions and CYC employees (which ended on 17 February), consisting of weekly joint management/union working group meetings, a series of staff meetings and HR workshops, and a series of online staff surveys.

### **Options**

5. The Cabinet Member is invited to:
  - note and comment on progress
  - seek further updates as appropriate

### **Analysis**

6. Although the intended timescales have not been achieved good progress is now being made:
  - the overall strategic approach is being pursued as agreed
  - the CYC reorganisation/ restructure has reached the Assimilation stage that will see staff reassigned to new roles, and we would expect to see new teams formed and functioning by July 2012
  - agreement has been reached with the unions about rationalising pay, grading, terms and conditions and transitional arrangements
7. This is a turning point in the whole process of implementing the strategy and detailed service delivery planning can begin once the new team and management arrangements are in place.

### **Corporate Objectives**

8. *'Transforming Youth Support Services'* supports:
  - building strong communities where young people flourish



- increasing the role of the voluntary sector and promoting volunteering
- protecting vulnerable people
- establishing the core capabilities of our youth support services

## Implications

9. There are no new implications relating to financial, HR, equalities, legal, crime and disorder, IT, property issues arising from this report.

## Risk Management

10. No new implications.

## Recommendations

11. That this update be accepted.

Reason: To ensure that the Cabinet Member is updated on progress.

## Contact Details

**Author:**  
Simon Page  
Head of Integrated Youth Support Services  
Adults, Children and Education  
Tel No. 554565

**Chief Officer Responsible for the report:**  
Paul Murphy  
Assistant Director, Integrated Commissioning

**Report Approved**  **Date** 24 February 2012

**Specialist Implications Officer(s)** None

**Wards Affected:**

All

For further information please contact the author of the report

## Background Papers

None

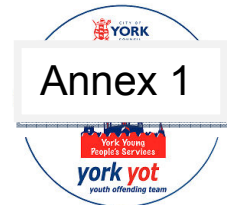
## Annexes

Annex 1 - IYSS Staff Newsletter February (viii)

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# Restructure Newsletter

## February 2012 (viii)



### End of Consultation Period

The formal 90 day consultation period has now ended and we now move to the processes that implement the new structure.

I have previously sent out a summary of the surveymonkey responses, and the only thing I'd like to repeat is my thanks for your responses.

Of course, they all reflect differing perspectives and it is impossible to accommodate them all, either because of the constraints we face or because some are incompatible with each other.

Almost everybody will find stuff they don't like, things wouldn't have done etc. The important thing now is to unite behind these arrangements, imperfect though they inevitably are.

This newsletter is to inform you of what will now be put in place, and go forward to the assimilation panel and subsequent processes.

### Structure

As expected there are no major changes to the structure compared with the versions sent out for consultation.

### Final Staffing Arrangements

Please find two documents that set out for you what kind of jobs will be where, how many and so on. Here there are some changes:

- The manager roles take us back to the 2011 proposals, mainly with respect to the YOT.

- I have taken a close look at the 'Lead' roles and scaled those back where I believe we can.
- I have scraped together the resource to put two more posts into Castlegate to ensure that it can remain a viable open door service for young people.
- I have brought Duke of Edinburgh back into the central team for the foreseeable future.

That represents some headlines: the two attachments at the end of this newsletter will tell you the rest.

### Job Descriptions and Job Evaluation

Minor changes have been made to a number of job descriptions, focussing on the NJC (Green Book) ones because they have to go through Job Evaluation Panel next week.

The only ones where significant changes have been made are the Counsellor ones.

A full set will be made available early next week via managers.

### Terms and Conditions

Nearly all the T&C proposals go through as planned. The one exception is the reduction in JNC annual leave to the national entitlement. The unions indicated that they would oppose such a move, so the issue has been removed from these restructure proposals.

### Timetable

The timetable remains as before but will be reviewed after the Assimilation Panels, because that is when the full extent of

Youth Support Services, 10-12 George Hudson Street, YO1 6LP

*These newsletters represent comment and news but the content does not represent opinions, conclusions or decisions agreed by City of York Council, nor the YOT's Partnership.*

# Restructure Newsletter

## February 2012 (viii)



what has to be resolved next will become apparent.

### What next . . .

- Job Evaluation for NJC posts
- Assimilation Panel
- Results of Assimilation Panels and preferences information
- Resolution of Appeals

### Other issues

The position of **staff who have regular additional hours** (by one means or another) is being scrutinised by HR and Unison have provided helpful information. We intend to have this concluded before Assimilation Panel.

**Preferences information** will be sought using the standard letters that notify everyone of the assimilation outcomes, but there will be a newsletter at the same time setting out how you should approach this. Managers will give support to staff – but will not advise you on what your preferences ought to be.

Broad agreement has been reached on **pay protection** (including leave etc). All elements will be subject to 'monetisation' as proposed, and not subject to a range of different forms of phasing. It's an incredibly detailed matter and further work is being undertaken to ensure that the process will take account of all the necessary factors, be accurately calculated etc etc.

**A formal agreement with the unions** is being drawn up for the record.

### A few stray thoughts from me ... ..

It really does feel as though we are getting through this long drawn-out process. And although that feels good on the one hand, it is also the source of huge anxiety for people.

What I want to assure everyone of is that all managers intend to the best we can for every member of staff, and ultimately the services we provide for young people who come to us. We all recognise that reorganisation on this scale comes at a price - and has not been lightly undertaken.

The immediate focus is getting the best possible fit between the considerable range and depth of skills available in the workforce, and the roles we have to meet the needs of young people.

Once that is behind us we can start rebuilding and renewing.

### Final documents on staffing arrangements:



DELIVERED  
STAFFING post consu



DELIVERED 2012  
Final Staffing Arrange

*Simon Page*  
*22<sup>nd</sup> February 2012*



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**Meeting of the Decision Session – Cabinet 13 March 2012**  
**Member for Education, Children and Young People**

Report of the Director of Adults, Children and Education

**Co-ordinated admissions arrangements and admission limits for primary and secondary schools in York from September 2013**

**Summary**

1. To seek approval for the City of York Council co-ordinated schemes and admissions policies for both primary and secondary schools for the 2013/14 academic year.
2. To seek the approval of the proposed individual school maximum admission limits for the academic year beginning in September 2013.

**Background**

3. It is the duty of the admissions authority to carry out a consultation each year on admission limits and arrangements. In the case of maintained schools, the admission authority is the local authority (LA), whilst in Voluntary Aided schools it is the governing body of the school in question.
4. In their role as admissions authorities, LAs must also consult other LAs with whom they share a border. For City of York LA, these are East Riding of Yorkshire Council and North Yorkshire County Council.
5. Admission limits are important because they relate to the maximum number of children who are able to enter schools (reception in primary and infant schools, Year 3 in junior schools, and Years 7 and 12 in secondary schools).

6. A number of changes to national admissions policy means that the requirement to convene a Local Admissions Forum and obtain their view on proposed admissions arrangements is no longer required. The Local Admissions Forum met for the last time during last year's consultation. During next year's consultation the views of the York Education Partnership will be presented to the Cabinet Member.

### **National Policy changes**

7. Provisions made within the Education Act 2011, which received royal ascent in November 2011, will have a substantial impact on admissions processes. A number of these provisions are reflected in changes to the School Admissions Code that came into force on 1 February 2012.
8. The following changes affect the admission arrangements of all maintained schools (whether community, voluntary controlled, voluntary aided or academies):
  - a) The highest priority of looked after children in the oversubscription criteria has been extended to include 'previously looked after' children where children ceased to be looked after as a result of an adoption, residence order or special guardianship order. Admissions authorities of faith schools can continue to prioritise children of faith in their oversubscription criteria, but must prioritise looked after or previously looked after children of faith above other children of faith, and looked after or previously looked after children not of that faith above other children not of that faith.
  - b) A National Offer Day for primary schools has been set at 16 April from 2014. Previously CYC allocated places on 1 April, some weeks before neighbouring authorities.
  - c) Schools that wish to increase their admission limits may do so more freely. Schools which are their own admission authorities (voluntary aided and academy trust schools) do not have to consult either to increase or maintain their current Published Admission Number (PAN). The new draft School Admissions Code notes that "There is a strong presumption in favour of an increase to the PAN" (Section 1.3), and that "admission authorities may also admit above their PAN in-year" (Section 1.4). Furthermore, governing bodies of community and controlled schools "have the right to object to the Schools

Adjudicator if the PAN set for them is lower than they would wish” (Section 1.3).

- d) Infant Class Size limits now have exceptions for children of multiple birth, and children of UK service personnel who move into the LA area outside the normal admissions rounds (‘in-year’ applications). A school that runs an infant class size of above 30 children per fully qualified teacher as a result of in-year admissions no longer have to reorganise classes back down to 30 from the following September.
- e) From 2013/14, LAs no longer have to coordinate in-year applications for a school place from parents and carers. However, The York Education Partnership has requested that CYC continue to provide this service to all schools, parents and carers.

## **Options**

- 9. The recommendations in this report have been prepared following consultation with schools. The Cabinet Member can approve, reject or modify the proposals relating to community and voluntary controlled schools contained in this report and attached Annexes. The Cabinet Member may also choose to raise a statutory objection to voluntary aided and academy admissions policies.

## **Consultation**

- 10. The School Admissions Code of Practice requires that consultation takes place and final determination of admission limits and arrangements and should be made by 16 April 2012 for the academic year beginning in September 2013.

## **Analysis**

- 11. The LA has consulted with relevant admissions authorities on the proposed admissions arrangements for the 2013/14 academic year. The consultation ran from 9 December 2011 until 14 February 2012. The City of York’s proposed co-ordinated schemes and admissions policies for primary and secondary schools are set out in Annexes B–E. Policies for voluntary aided schools are contained in Annexes F–O. 6th form admissions policies are contained in Annexes P–T.

12. The co-ordinated schemes are applicable to all maintained schools in York including community, voluntary controlled and voluntary aided schools. The City of York admissions policy is applicable to all schools for which the LA is the admissions authority; this includes all community and voluntary controlled schools. Voluntary aided schools operate their own admissions policies and these have also formed part of the consultation.
13. Changes to school admission limits are shown in Annex A. Following consultation, the LA is now proposing to:
- a) increase admission limit at Acomb Primary from 30 to 45
  - b) increase admission limit at Clifton Green Primary from 50 to 55
  - c) increase admission limit at Knavesmire Primary from 30 to 50
  - d) reduce admission limit at Woodthorpe Primary from 70 to 60
  - e) increase admission limit at Rufforth Primary from 10 to 12
  - f) increase Year 12 admission limit at Joseph Rowntree School from 40 to 60
14. In addition, the following proposal was received from St Aelred's RC VA Primary, and is supported by the LA:
- a) Reduce admission limit at St Aelred's VA Primary from 40 to 30.
15. Following a detailed investigation of the implications of these proposals, officers recommend the following:

<b>School</b>	<b>Proposal</b>	<b>Recommendation</b>	<b>Reason</b>
Clifton Green Primary	Increase from 50 to 55	Approve	To match the admission limit with physical space available
Knavesmire Primary	Increase from 30 to 50	Approve	To help accommodate rising pupil numbers
Rufforth Primary	Increase from 10 to 12	Approve	To assist with class organisation



<b>School</b>	<b>Proposal</b>	<b>Recommendation</b>	<b>Reason</b>
Woodthorpe Primary	Reduce from 70 to 60	Approve	To assist with class organisation
Acomb Primary	Increase from 30 to 45	Approve	To accommodate rising pupil numbers
St Aelred's VA Primary	Reduce from 40 to 30	Support	To support the ethos of the school
Joseph Rowntree Secondary	Increase Year 12 limit from 40 to 60	Approve	To support 6 <sup>th</sup> form expansion at the school.

## **Implications**

### **Financial**

16. Changes in admission limits can have potential financial implications due to the fact that school funding includes per pupil funding arrangements. .

### **Legal**

17. Section 142 of the Schools Standards and Framework Act (SSFA) 1998 requires schools to have an admission limit for each 'relevant age group.
18. The Education (Determination of Admission Arrangements) Regulations 1999 (SI 1999/126) as amended by SI 2002/2896, SI 2007/194 and SI 2012/8 states that admissions authorities must have regard to the capacity assessment of the school when setting admission limits.
19. Section 1 of the SSFA 1998 requires that any admission number set must be compatible with the duty to comply with the infant class size limit.
20. Sections 89 and 89A of the SSFA 1998 state that the admission authorities for schools with a sixth form must consult on and determine the arrangements they propose to use to allocate

places in Year 12 at the same time as other admission arrangements.

21. Section 89(2) of the SSFA 1998 requires that admissions authorities are required to complete consultation on admission arrangements by 1 March, and determine their arrangements by 15 April in each calendar year for the following school year. These dates are prescribed in The Education (Determination of Admission Arrangements) Regulations 1999 (SI 1999/126) as amended by SI 2002/ 2896, SI 2007/194 and SI2012/8.

### **Other**

22. There are no implications relating to equalities, crime and disorder, ITT, property or HR issues arising from this report.

### **Risk Management**

23. No direct implications.

### **Recommendations**

24. The Cabinet Member for Education, Children and Young People is recommended to approve the City of York co-ordinated schemes and admissions policies for both primary and secondary schools for the 2013/14 academic year, as set out in Annexes B-E and R-T.
25. The Cabinet Member for Education, Children and Young People is recommended to approve proposed individual school maximum admission limits for the academic year beginning in September 2013, as set out in Annex A.

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

## Contact Details

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**Report Approved**  **Date** 27/2/12

**Specialist Implications Officer(s)** None

**Wards Affected:**

All

**For further information please contact the author of the report**

## Annexes

**Annex A** – list of proposed admission limits

**Annex B** – Coordinated admissions scheme for secondary schools in the area of City of York Local Authority for the 2013/14 academic year.

**Annex C** – Coordinated admissions scheme for primary schools for September 2013 and January 2014 entry in the area of City of York Local Authority

**Annex D** – 2013/2014 Admissions policy for City of York Council community and voluntary controlled primary schools

**Annex E** – 2013/2014 admissions policy for City of York Council community and voluntary controlled secondary schools

**Annex F** – All Saints RC VA Admissions Policy (2013/14)

**Annex G** – Archbishop Holgate's CE Academy Admissions Policy (2013/14)

**Annex H** – Manor CE Academy Admissions Policy (2013/14)

**Annex I** – Heworth CE Primary Admissions Policy (2013/14)

**Annex J** – Our Lady Queen of Martyrs RC Primary Admissions Policy (2013/14)

**Annex K** – St Aelred's RC Primary Admissions Policy (2013/14)

**Annex L** – St George's RC Primary Admissions Policy (2013/14)

**Annex M** – St Lawrence’s CE Primary Admissions Policy (2013/14)

**Annex N** – St Wilfrid’s RC Primary Admissions Policy (2013/14)

**Annex O** – Wheldrake CE Primary Admissions Policy (2013/14)

**Annex P** – All Saints 6<sup>th</sup> Form Admissions Policy (2013/14)

**Annex Q** - Archbishop Holgate’s 6<sup>th</sup> Form Admissions Policy (2013/14)

**Annex R** – Fulford 6<sup>th</sup> Form Admissions Policy (2013/14)

**Annex S** – Huntington 6<sup>th</sup> Form Admissions Policy (2013/14)

**Annex T** – Joseph Rowntree 6<sup>th</sup> Form Admissions Policy (2013/14)

## Annex A – List of Proposed Admission Limits (13/14)

Table 1: List of Proposed Reception Admission Limits

School	RECEPTION	
	Current (Sept 12)	Proposed (Sept 13)
Acomb Primary	30	45
Archbishop of York's CE Junior	60	60
Badger Hill Primary	30	30
Bishopthorpe Infant	60	60
Burton Green Primary	30	30
Carr Infant	70	70
Carr Junior	70	70
Clifton Green Primary	50	55
Clifton Without Junior	-	-
Copmanthorpe Primary	60	60
Derwent Infant	40	40
Derwent Junior	40	40
Dringhouses Primary	45	45
Dunnington CE Primary	30	30
Elvington CE Primary	20	20
English Martyrs' RC Primary	-	-
Fishergate Primary	30	30
Haxby Road Primary	30	30
Headlands Primary	45	45
Hempland Primary	60	60
Heworth CE Primary	20	20
Hob Moor Primary	45	45
Huntington Primary	60	60
Knavesmire Primary	30	50
Lakeside Primary	60	60
Lord Deramore's Primary	30	30
Naburn CE Primary	12	12
New Earswick Primary	30	30
Osballdwick Primary	30	30
Our Lady's RC Primary	-	-
Park Grove Primary	38	38
Poppleton Ousebank Primary	60	60
Poppleton Road Primary	60	60
Ralph Butterfield Primary	50	50
Rawcliffe Infant	-	-
Robert Wilkinson Primary	75	75
Rufforth Primary	10	10
Scarcroft Primary	45	45
Skelton Primary	20	20
St Aelred's RC Primary	40	30
St Barnabas' CE Primary	20	20
St George's RC Primary	30	30
St Lawrence's CE Primary	30	30
St Mary's CE Primary	15	15
St Oswald's CE Primary	42	42
St Paul's CE Primary	25	25
St Wilfrid's RC Primary	40	40
Stockton on the Forest Primary	12	12
Tang Hall Primary	30	30

## Annex A – List of Proposed Admission Limits (13/14)

School	RECEPTION	
	Current (Sept 12)	Proposed (Sept 13)
Westfield Primary	90	90
Wheldrake CE Primary	30	30
Wigginton Primary	40	40
Woodthorpe Primary	70	70
Yearsley Grove Primary	60	60
Clifton with Rawcliffe Primary	90	90
Our Lady Queen of Martyrs Primary	60	60

Table 2: List of Proposed Year 7 and Year 12 Admission Limits

School	Year 7		Year 12	
	Current (Sept 12)	Proposed (Sept 13)	Current (Sept 12)	Proposed (Sept 13)
Huntington Secondary	239	239	30	30
Canon Lee	190	190	0	0
Fulford Secondary	208	208	35	35
Burnholme Community College*	120	120	0	0
Millthorpe Secondary	204	204	0	0
Archbishop Holgate's CE Academy	162	162	40	40
Joseph Rowntree Secondary	220	220	40	60
Manor CE Academy	180	180	0	0
All Saints RC Secondary	178	178	35	35
York High	180	180	0	0
<b>Total</b>	<b>1881</b>	<b>1881</b>	<b>180</b>	<b>200</b>

\* subject to public consultation regarding the future of the college

**ANNEX B**

Co-ordinated Admissions Scheme for Secondary Schools  
for September 2013 entry in the area of  
City of York Local Authority (LA)

The Scheme

1. There will be a standard form known as the Secondary Common Application Form.
2. The form will be used for the purpose of admitting pupils into the first year of secondary education.
3. The form must be used as a means of expressing one or more preferences by parent/carers resident in the City of York 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);
  - b. to be admitted to a school located in another LA's area (including Voluntary Aided Schools and Academies).
4. The form will –
  - a. invite parent/carers to express in rank order up to five preferences, including Voluntary Aided schools, Academies and schools outside the City of York area;
  - b. invite parent/carers to give their reasons for each preference;
  - c. explain that the parent will receive no more than one offer of a school place and that;

**ANNEX B**

- i. a place will be offered at the highest ranking nominated school for which they are eligible for a place and that;
  - ii. if a place cannot be offered at a nominated school, a place will be offered at an alternative school.
5. The LA will make appropriate arrangements to ensure that the form is available on request and take all reasonable steps to ensure that every parent/carer resident in the LA area who has a child in the last year of primary education receives a copy of the form with written explanation.
6. All preferences expressed on the form are valid applications. Voluntary Aided Schools and Academies can require parent/carers who nominate their school to complete a supplementary form or provide additional information where this is required for the governing body to apply their oversubscription criteria to the applicant. The supplementary form, if required, must be returned to the school.

Where a Voluntary Aided School or Academy receives a supplementary form from a City of York resident it will not be regarded as a valid application unless the parent has completed the Common Application Form and the school is nominated on it.

7. The submission of an online application via the [www.york.gov.uk/schooladmissions](http://www.york.gov.uk/schooladmissions) website will be accepted in place of manually completing a Secondary Common Application Form. If the LA receives both an online and manual application, and they differ, the LA will query this with the applicant.
8. The closing date for applications is **31 October 2012**. Completed forms must be returned to the LA including those parents who indicate a school outside



**ANNEX B**

the City of York area. Completed forms can be returned to the LA via a pupil's primary school.

9. The LA will act as a clearing house for the allocation of places by the relevant admission authorities in response to the Secondary Common Application Form. The LA will only make a decision with respect to the offer or refusal of a place in response to any preference expressed on the Secondary Common Application Form 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 parent has nominated
10. By **07 December 2012** where parent/carers have nominated a school outside the LA area, the LA will notify the relevant authority / authorities, including all relevant details and any supplementary form received by this date which schools require in order to apply their oversubscription criteria.
11. By **25 January 2013** the admission authority for each school will consider all applications for their school, apply the schools oversubscription criteria (if appropriate) and provide the LA with a list of those applicants ranked according to the schools oversubscription criteria.
12. The LA will match the ranked list against the ranked lists of the other schools nominated 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

**ANNEX B**

be allocated a place at whichever of these schools is the highest ranked preference.

Where the child is not eligible for a place at any of the nominated schools, the child will be allocated a place at the nearest appropriate school with a vacancy.

13. By **15 February 2013** the LA will inform other LAs of places in City of York schools to be offered to their residents.
14. By **22 February 2013** the LA will inform all secondary schools of the pupils to be offered a place at their schools.
15. On **1 March 2013** all parent/carers will be notified by the LA of where their child has been offered a place and information about their statutory right of appeal if they have not been offered their first preference of school (including Voluntary Aided schools and Academies).
16. The closing date for applications is **31 October 2012**. The LA will accept late applications up to **31 December 2012** for parent/carers who have a good reason for submitting a late application, for example if the family have moved into the City of York area.

**ANNEX B**

Timetable of Co-ordinated Admissions Scheme for  
Secondary Schools for September 2013 entry in the area  
of City of York Local Authority (LA)

- 31 October 2012** Closing date for the Common Application Form.
- 25 January 2013** All City of York Voluntary Aided and Academy secondary schools provide LA with list of applicants indicating those pupils who they are able to offer a place to.
- 22 February 2013** LA confirms with all secondary schools a finalised list of pupils to be offered a place at each school. Having checked that all pupils have only been offered one school and that school is of the parent/carers highest preference.
- 1 March 2013** Notification sent to parent/carers by LA.

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**ANNEX C**

Co-ordinated Admissions Scheme for Primary Schools  
for September 2013 entry in the area of  
City of York Local Authority (LA)

The Scheme

1. There will be a standard form known as the Primary Common Application Form.
2. The form will be used for the purpose of admitting pupils into the reception year of primary education.
3. The form must be used as a means of expressing one or more preferences by parent/carers resident in the City of York 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);
  - b. to be admitted to a school located in another LA's area (including Voluntary Aided Schools and Academies).
4. The form will –
  - a. invite parent/carers to express in rank order up to five preferences, including Voluntary Aided schools, Academies and schools outside the City of York area;
  - b. invite parent/carers to give their reasons for each preference;

**ANNEX C**

- c. explain that the parent will receive no more than one offer of a school place and that;
      - i. a place will be offered at the highest ranking nominated school for which they are eligible for a place and that;
      - ii. if a place cannot be offered at a nominated school, a place will be offered at an alternative school.
5. The LA will make appropriate arrangements to ensure that the form is available on request and take all reasonable steps to ensure that every parent/carer resident in the LA area who has a child who is due to commence reception year in primary education receives a copy of the form with written explanation.
6. All preferences expressed on the form are valid applications. Voluntary Aided Schools and Academies can require parent/carers who nominate their school to complete a supplementary form or provide additional information where this is required for the governing body to apply their oversubscription criteria to the applicant. The supplementary form, if required, must be returned to the school.

Where a Voluntary Aided School or Academy receives a supplementary form from a City of York resident it will not be regarded as a valid application unless the parent has completed the Primary Common Application Form and the school is nominated on it.

7. The submission of an online application via the [www.york.gov.uk/schooladmissions](http://www.york.gov.uk/schooladmissions) website will be accepted in place of manually completing a Primary Common Application Form. If the LA receives both an online and manual application, and they differ, the LA will query this with the applicant.

ANNEX C

8. The closing date for applications is **15 January 2013**. Completed forms must be returned to the City of York LA as the home local authority, including those parents who indicate a school outside the City of York area.
9. The LA will act as a clearing house for the allocation of places by the relevant admission authorities in response to the Primary Common Application Form. The LA will only make a decision with respect to the offer or refusal of a place in response to any preference expressed on the Primary Common Application Form 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 parent has nominated
10. By **28 February 2013** where parent/carers have nominated a school outside the LA area, the LA will notify the relevant authority / authorities, including all relevant details and any additional information provided with the application. Any supplementary form, if required, must be returned to the school.
11. From the closing date for applications, up to and including the **22 March 2013** each school will be provided with regular updates by the LA as to how many applications they have received for admission to their school. Those schools who are their own admission authorities will by this date have considered all applications for their school, apply the schools oversubscription criteria (if appropriate) and provide the LA with a list of those applicants ranked according to the schools oversubscription criteria.

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12. The LA will match the ranked list against the ranked lists of the other schools nominated 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.

Where the child is not eligible for a place at any of the nominated schools, the child will be allocated a place at the nearest appropriate school with a vacancy.

13. By **29 March 2013** the LA will inform other LAs of places in City of York schools to be offered to their residents.
14. By **05 April 2013** the LA will inform all primary schools of the pupils to be offered a place at their schools.
15. On **16 April 2013** all parent/carers will be notified by the LA of where their child has been offered a place and information about their statutory right of appeal if they have not been offered their first preference of school (including Voluntary Aided schools and Academies).
16. The closing date for applications is **15 January 2013**. The LA will accept late applications up to **15 March 2013** for parent/carers who have a good reason for submitting a late application, for example if the family have moved into the City of York area.



ANNEX C

Timetable of Co-ordinated Admissions Scheme for Primary  
Schools for September 2013 entry in the area of  
City of York Local Authority (LA)

- 15 January 2013** Closing date for the Common Application Form.
- 22 March 2013** All City of York Voluntary Aided primary schools and Academies provide LA with list of applicants indicating those pupils who they are able to offer a place to.
- 05 April 2013** LA confirms with all primary schools a finalised list of pupils to be offered a place at each school. Having checked that all pupils have only been offered one school and that school is of the parent/carers highest preference.
- 16 April 2013** Notification sent to parent/carers by LA.

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**ANNEX D**

Admissions Policy for City of York Council Community and  
Voluntary Controlled Primary Schools 2013/2014

1. The City of York Council policy for allocating primary school places is designed to be as fair as possible while ensuring that resources are used sensibly. Pupils will normally be admitted into the year group relevant to the pupil's age.
2. Pupils will start full time in the school year they turn five. All pupils will be offered the opportunity of a full time place from September 2013.

The policy includes an option of 'deferred 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 the school until the term after a child turns five. Parent/carers will also be able to request a part-time place until the term after the child turns five. It is a legal requirement that all children must enter formal full time education the term after their fifth birthday.

3. Under the primary school admission arrangements the allocation of places is based on where the child/parent lives and the preferences of parent/carers.
4. 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. Some schools will

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be oversubscribed. If that is the case, priority is given to certain categories of pupil. The criteria set out in paragraph 5 will be used to prioritise all applicants who have applied for a place at a school.

5. **First priority: Pupils currently looked after or previously looked after by a local authority** – this applies to all pupils who are in the care of a local authority; pupils who have previously been in the care of a local authority, who immediately after being looked after became subject to an adoption, residence, or special guardianship order; or pupils who are provided with accommodation by a local authority (see section 22 of the Children Act 1989);

**Second priority: Pupils who live within the catchment area normally served by the school** – catchment areas are designated by the City of York Local Authority and are made available to parents on the [www.york.gov.uk](http://www.york.gov.uk) website, in the Guide to School Catchment Areas, or from the School Services Team;

**Third priority: Pupils considered by the Local Authority to have exceptional social or medical needs which relate to the preferred school** – the Local Authority may consult with other medical/educational professionals for a further opinion as to whether a pupil should be allocated a place at an individual school due to a particular medical condition or social need;

**Fourth priority: Pupils with siblings at the school in September 2013** – 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;

**Fifth priority: Pupils who live closest to the school using the nearest available safe walking route**- distances are measured by a GIS mapping

## ANNEX D

system from the child's home address to the entrance of the school. The Local Authority reviews these routes periodically.

**Important note:** The admission of pupils with a statement of special educational needs is covered by different admission regulations. However, where a school is named in a pupil's statement of special educational needs, the LA and the school have a duty to admit the child and will therefore allocate a place at the named school.

The admission of pupils to a primary school is a completely separate process which is not related to nursery admissions. Attendance at a particular nursery class or early years provider does not give a pupil any priority within the admissions policy for admission to a primary school, even if the school and nursery are located on the same premises or the nursery is run by the school itself.

6. If a school is oversubscribed, a waiting list will be held from when allocations have been made on the **16 April 2013** until **31 December 2013**. A pupil's position on the list will be determined by the criteria set out in paragraph 5. Where there are less places than pupils in a oversubscription priority as above, places will be allocated to the pupil(s) who also fulfil the next highest priority.

For example, for two pupils who are both catchment and thus the same (second) priority, the place would be allocated to the pupil who also fulfils the next highest priority, for example, who also has a sibling at the school (fourth priority) over a pupil living closer to the school (fifth priority).

In the unlikely case of identical distances under the fifth priority, the applications will be ordered randomly by the Authority's admissions software.

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7. Applicants refused a place at a school have the right of appeal. Appeals are heard by an independent appeals panel. Applicants 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.

ANNEX E

Admissions Policy for City of York Council Community and Voluntary Controlled Secondary Schools 2013/2014

1. The City of York Council policy for allocating secondary school places is designed to be as fair as possible while ensuring that resources are used sensibly. Pupils will normally be admitted into the year group relevant to the pupils age.
2. Under the secondary school admission arrangements the allocation of places is based on where the child/parent lives and the preferences of parent/carers.
3. 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. Some schools will be oversubscribed. If that is the case, priority is given to certain categories of pupil. The criteria set out in paragraph 4 will be used to prioritise all applicants who have applied for a place at a school.
4. **First priority: Pupils currently looked after or previously looked after by a local authority** – this applies to all pupils who are in the care of a local authority; pupils who have previously been in the care of a local authority, who immediately after being looked after became subject to an adoption, residence, or special guardianship order; or pupils who are provided with accommodation by a local authority (see section 22 of the Children Act 1989);

**Second priority: Pupils who live within the catchment area normally served by the school** – catchment areas are designated by the City of York Local Authority and are made available to parents on the [www.york.gov.uk](http://www.york.gov.uk) website, in the Guide to School Catchment Areas, or from the School Services Team;

**Third priority: Pupils considered by the Local Authority to have exceptional social or medical needs which relate to the preferred school** – the Local Authority may consult with other medical/educational professionals for a further opinion as to whether a pupil should be allocated a place at an individual school due to a particular medical condition or social need;

**Fourth priority: Pupils with siblings at the school in September 2013** – 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;

**Fifth priority: Pupils who live closest to the school using the nearest available safe walking route-** distances are measured by a GIS mapping system from the child's home address to the entrance of the school. The Local Authority reviews these routes periodically.

**Important note:** The admission of pupils with a statement of special educational needs is covered by different admission regulations. However, where a school is named in a pupil's statement of special educational needs, the LA and the school have a duty to admit the child and will therefore allocate a place at the named school.

5. If a school is oversubscribed, a waiting list will be held from when allocations have been made on the **1 March 2013** until **31 December 2013** . A pupil's



**ANNEX E**

position on the list will be determined by the criteria set out in paragraph 4. Where there are less places than pupils in a oversubscription priority as above, places will be allocated to the pupil(s) who also fulfil the next highest priority.



For example, for two pupils who are both catchment and thus the same (second) priority, the place would be allocated to the pupil who also fulfils the next highest priority, for example, who also has a sibling at the school (fourth priority) over a pupil living closer to the school (fifth priority).

In the unlikely case of identical distances under the fifth priority, the applications will be ordered randomly by the Authority's admissions software.

6. Applicants refused a place at a school have the right of appeal. Appeals are heard by an independent appeals panel. Applicants 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.

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## ANNEX F

	<b>ALL SAINTS RC SCHOOL, YORK</b> Diocese of Middlesbrough	
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## ADMISSIONS POLICY

*‘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 children of Catholic families. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of governance, 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 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’ has the same meaning as in Section 22 of the Children Act 1989. In broad terms this means any child in the care of a local authority or provided with accommodation by them (e.g. children with foster parents).
- ‘Catholic’ means a member of a Church in communion with the See of Rome including the Eastern Catholic Churches. A certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church will normally evidence this.
- ‘Catechumen’ means a member of the catechumenate of the Catholic Church. A certificate of reception into the order of catechumens will normally evidence this.
- ‘Eastern Christian Church’ is normally evidenced by a certificate of baptism or reception from the authorities of that Church.
- ‘Brother and sister’ includes half and step brothers or sisters.

## ANNEX F

- To demonstrate an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the governing body will normally require written evidence from an appropriate professional, such as a social worker, doctor or priest.
- Distances will be measured using the LA's GIS system from the home front door via the shortest, safest walking route to the school.

### 4. Implementation

This policy applies to admissions to all years in the school, including the sixth form.

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 (The over-subscription criteria):

1. 'Looked after' children from Catholic families.
2. Baptised Roman Catholic children attending a Catholic primary school.
3. Other baptised Roman Catholics.
4. Other 'looked after' children.
5. Catechumens and members of an Eastern Catholic Church.
6. Children with a brother or sister at the school at the time of proposed enrolment
7. Children attending a Catholic Primary school.
8. Christians of other denominations whose application is supported by a letter from a minister of religion or other religious leader and the parents.
9. All other applicants.

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. At the discretion of the governors: where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child, which can most appropriately be met at this school.
3. Those with the shortest safe walking route from their home to school.

Governors will operate a waiting list system for those children who are initially unsuccessful in their application and ask for their name to be placed upon it.

**ANNEX F**

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**

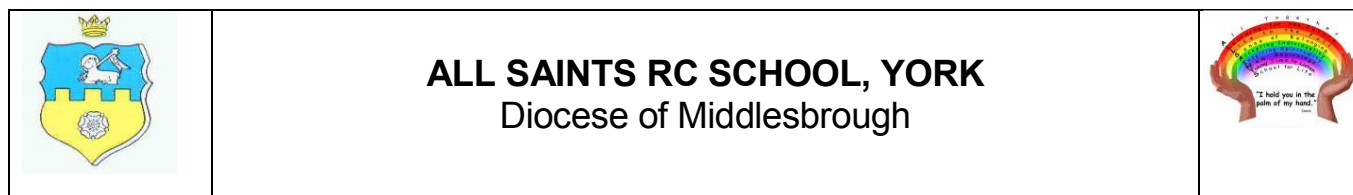
The Governing Body will review this policy every two years and assess its effectiveness and implementation

**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.

<b>Person Responsible:</b>	<i>Deputy (admissions)</i>	<i>Headteacher</i>
<b>Reviewed by:</b>	<i>Governors' Committee</i>	<i>Admissions</i>
<b>Last Reviewed:</b>	<i>Jan 2011</i>	
<b>Adopted by Governing Body:</b>	<i>March 2011</i>	
<b>Next Review:</b>	<i>March 2013</i>	

## ANNEX F



### Admissions Policy, 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 |

Year 12 the school will admit at least 35 additional students in Year 11.

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 6<sup>th</sup> form is not automatic and all students must apply. However, eligible All Saints Year 11 students will progress automatically to the All Saints Sixth Form.

### Application Procedure for 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<sup>st</sup> 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:

## **ANNEX F**

**Form 2** This is an Application Form specifically for All Saints. In this you will provide the extra information needed to establish which priority category you fall into. This form is available via the School Brochure or directly from the School. In order to be placed in the most appropriate category from 1-8 you **MUST** provide any additional relevant evidence, such as a baptismal certificate, **WITH** the application form. If you do not do so you will be prioritised into the relevant lower category.

This form together with any relevant additional information must be submitted to the school **before 31<sup>st</sup> December** in the year preceding admission. Governors will then consider all applications received and notify Parents or Carers of the outcome of their application.

### **Notification of Outcome**

Parents will be advised of the outcome of their applications on **1<sup>st</sup> March** in the year of admission. Unsuccessful applicants will be given the reasons they were unsuccessful which will relate to the oversubscription criteria listed in the policy.

Parents and Carers, who will be moving into the area and apply for a place at the school before 31<sup>st</sup> December, will be included in the allocation.

### **Waiting Lists**

The school will operate a waiting list for those children who are not allocated a place. Parents or carers must inform the school in writing if they wish their child to join this list. The waiting list will be ranked according to oversubscription criteria stated in the Admissions Policy. The waiting list will close at the end of December 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**

Those pupils already attending All Saints will automatically transfer from Year 9 to Year 10 in September and do not need to apply for a place. Because All Saints RC School operates on a split site and the upper site is larger, 15 more children who are not already All Saints' pupils can be accommodated in each of years 10 and 11.

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

## ANNEX F

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 the **31<sup>st</sup> December** preceding the September of admission. You must also notify the LA in which you live of your request for a change of school.
2. Parent/carers will be advised of the outcome of their application by the **30th January** in the year of admission.

If there are more applications than the number of places available, places will be offered according to the order of priority listed in the admissions policy.

### **Applications for Years 8, 9, 11**

Application should be made on forms obtained from the school. No applications will be accepted more than 12 months before the proposed date of entry. Decisions on applications for all entries to the school for September will be made by Governors, usually prior to the end of February. Applications for entry at other times will only be considered at the discretion of Governors.

If there are more applications than the number of places available, places will be offered according to the order of priority listed in the policy.

### **Applications for Years 12 and 13 – the Sixth Form**

Students must complete the application form available from the school and submit the form prior to 31<sup>st</sup> January in the year of admission. Conditional offers will be sent out by the school by the end of April and the place confirmed or refused after publication of the GCSE results during August. At the discretion of Governors, applications with a valid reason for being late will be considered up to the end of the second week in the Autumn term.

Entry onto courses is not automatic and they may specify academic or other criteria that must be fulfilled for admission.

Exceptionally, if the Governors consider there is space available on a particular course, children can be admitted to the sixth form in excess of the admissions number specified above.

Please see the relevant Application Pack for specific course requirements.



## **ANNEX F**

### **Applications for entry mid-year**

This category will normally only be available to people relocating into the area and 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.

### **Appeals**

All Saints RC 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.

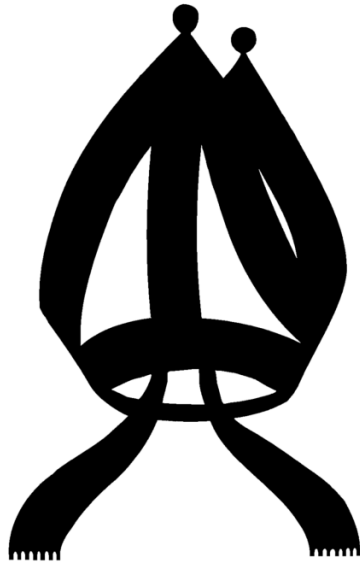
### **Pupils with a Statement of Special Educational Needs**

The admission of pupils with a statement of Special Educational Need is dealt with by a completely separate procedure. This procedure is integral to the making and maintaining of statements by the Pupil's home LA. Details of this separate procedure are set out in the Special Educational Needs Code of Conduct.

### **Fraudulent Applications**

At the sole discretion of Governors, where they are of the opinion that an offer of a place has been made on the basis of a fraudulent or intentionally misleading application which has effectively denied a place in the school to a student with a stronger claim, the offer of a place will be withdrawn.

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**Founded 1546**

# **Archbishop Holgate's School**

**A Church of England Academy  
Leading Edge - Science - Applied Learning**

***Admissions Policy for Year 7  
September 2013***



# Archbishop Holgate's School

A Church of England Academy  
Leading Edge - Science - Applied Learning

## *Archbishop Holgate's VA Church of England Academy Admissions Policy for Year 7 in September 2013*

Archbishop Holgate's is a Voluntary Aided 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, and continues to do so as a Voluntary Aided school.

The number of places available for admission into Year 7 is 162. These are divided into two categories:

**Foundation places** are allocated on faith grounds to members of Christian churches and the other major world faiths. There will be up to 42 Foundation places available each year. If all Foundation places are not allocated, the remainder will become available for Community applicants.

**Community places** are for parents who live in the area normally served by the school and the wider community, and who want their child to attend a school with a Christian tradition. There will be at least 120 Community places available each year. After considering those with special circumstances including children with statements and looked after children, priority is given *first* to siblings, *second* to students living in the area normally served by the school, *third* to those with the closest safe walking route.

### **Foundation places**

The threshold for consideration for a Foundation place will be two years' attendance at worship by parents/carer prior to the application (November 2012). Applications which do not qualify for a Foundation place will automatically be considered for Community places. In accordance with the law and recommended practice, priority will be given to Foundation applicants qualifying for a place who are also looked after.

## **ANNEX G**

If the number of applicants meeting the threshold for consideration for the remaining Foundation places is greater than the number of places available, places will be offered to applicants in the following priority order:

- 1 an applicant “at the heart of the church” – a regular worshipper, by which is meant one who worships at a Christian church normally twice a month. Within this category, the worshipper may be one or both parents/carers, or, provided the minimum threshold for consideration for a Foundation place is met, the child for whom the application is made.
- 2 an applicant “attached to the church” – a regular but not frequent worshipper, by which is meant a parent or carer who usually attends a monthly service or is regularly involved in a weekday church activity including an element of worship.
- 3 an applicant “known to the church” – not a regular but an occasional worshipper, by which is meant a parent or carer who attends at least six times per year. This may be through uniformed or other church organisations.

If there are more applicants for Foundation places within any given qualifying criterion than there are places remaining, the places for these applicants will be allocated to students whose homes are furthest away from their next nearest available Church of England secondary school, measured by the closest safe walking route. Any remaining applicants will automatically be considered for a Community place.

All applicants for Foundation places must submit, with their application form, a reference form from a minister of religion or faith group leader. Christian churches are defined as churches belonging to Churches Together in Britain and Ireland.

Up to 10% of Foundation places will be available for children of active worshipping families of other major world faiths (Buddhism, Hinduism, Islam, Judaism and Sikhism) whose applications are supported by an appropriate reference.

### **Community places**

Archbishop Holgate's VA School is committed to serving its local community and working in partnership with the Local Authority and neighbouring schools. The criteria below are based closely on the Local Authority's admissions policy.

In accordance with law and recommended practice, Governors will give prior consideration to: students having statements of special educational need which, after discussion with the school, name Archbishop Holgate's; to 'looked after' children – places for looked after children will be allocated in the light of advice from the Local Authority Social Services team; and to students considered by the Governors to have other exceptional social or medical needs specific to Archbishop Holgate's School – parents applying under this criterion will already have consulted the school about its suitability for their child, and will provide written references from the Director of Social Services or a consultant medical practitioner.

If the number of applicants is greater than the number of places available, priority will then be given according to the following criteria:

## ANNEX G

- 1 to students having a sibling attending Archbishop Holgate's School at the beginning of the term in question.

*(‘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.)*

- 2 to 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 parent/guardian and child being ordinarily resident at an address in the area defined above. You may be asked for evidence of residence.)*

- 3 to students with the closest safe walking route.

*(‘The closest safe walking route’ is defined as the distance from 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.)*

If there are more applicants within any given qualifying criterion up to and including criterion 2 than there are places remaining, the places for these applicants will be allocated to students with the closest safe walking route.

### Late applications

Forms received from those moving into the area normally served by the school, as defined by the LA and set out in its Guide for Parents, and received by 31st December 2012, will be included in the initial allocation. Forms received from those moving into the area after that date will be given individual consideration. Other late forms will only be considered after all others.

### Waiting list

Applicants who are unsuccessful in obtaining a place have the right to appeal, but will on written request be placed on a waiting list ranked according to the criteria used for admission to the school and set out in this policy. The waiting list will be maintained until 31<sup>st</sup> December of year of entry.

### Applying for a place

#### ***For Community applications:***

Application for a place at Archbishop Holgate’s School is through the ***Common Application Form*** of the child’s “home” Local Authority. As late application forms will only be considered by the school after all others, parents are particularly asked to ensure that the Common Application Form is returned ***direct to the “home” Local Authority*** by its deadline. For both the City of York and the East Riding the deadline is 31<sup>st</sup> October 2012. For other local authorities please check: please also write to let us know of your application.

#### ***For Foundation applications:***

There are three forms to fill in. Applicants for a Foundation place must fill in the ***Common Application Form*** of the child’s “home Local Authority” as set out above. This is returned to the ***“home” Local Authority***. Parents are also asked to complete a supplementary ***School Application Form***, together with a completed ***Reference Form*** from your priest, minister or faith group leader, to assist the school in applying its oversubscription criteria. Please ensure these two supplementary forms are completed as accurately and fully as possible, and that they are returned ***direct to the school***. The school will withdraw the offer of a school place if an application is found to be fraudulent. School application forms and reference forms are available direct from the school. They are also available from City of York Council School Services, PO BOX 404, York, YO1 6ZG. Please ensure that all information supplied is accurate. Early receipt will be welcomed. For admission into Year 7 in September 2013, school application forms must reach the school’s Admissions Secretary by the last day of December 2012.

**ANNEX G**

*Policy to be reviewed November 2011*

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**Manor CE School**  
**ARRANGEMENTS AND POLICY FOR ADMISSION OF STUDENTS**  
**September 2013**

The admissions policy is in line with the Department for Education guidance of School Admissions.

**1. Rationale**

Manor CE School policy is to invite applications for admission from children of families who are practising Christians, or from parents/carers who wish their children to receive an education in accordance with the principles of the Christian faith.

**2. Aim**

Our school aims to serve our community by providing an education of the highest quality within the context of Christian belief and practice. 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 students.

3. Applications for children with a Statement of Special Needs or Looked After Children will be dealt with separately by the governors, working in conjunction with the Local Authority (they will be given priority over all other categories).

**4. Over-subscription Criteria**

The number of places available for admission to Year 7 is 180. This will include Special Needs and Looked After Children. In the event of the number of applicants exceeding the number of places available, the following criteria will be taken into consideration by the governors. In accordance with the school's aims to nurture the Christian faith, to welcome children of other faiths and to serve the local community, up to 99 of these places will be Foundation applications as laid out in Section 1 and will be allocated on faith grounds. The remainder will be allocated according to the criteria in Section 2.

Unsuccessful applicants for Foundation places will automatically be considered for the remaining community places. Unfilled Foundation places will be available to community applicants in Section 2.

**If there are more applications than places available under any category, places will be allocated to those who live the furthest from their designated LA school, measured by the shortest, safe,**

ANNEX H

walking distance. This information is provided by the Local Authority.

**SECTION 1 (FOUNDATION PLACES)**

**Category 1 (Children from Christian denominations<sup>1</sup>)**

The minimum time for regular attendance by the parents or children at worship will be two years prior to the application (November 2012). Parents and carers who have not met the minimum time requirement **will not** be considered for a Foundation place. Places offered will be allocated to applicants in the following sub-categories:

1. An Applicant who is a **very regular worshipper**, by which is meant one who worships or is regularly involved in a weekday church activity including a significant element of worship at least once a week. The worshipper could be the child for whom the application is made or one or both parents (not grandparents or other relatives unless they are the primary carer).
2. An Applicant who is a **regular worshipper**, by which is meant one who worships or is regularly involved in a weekday church activity including a significant element of worship at least twice a month. The worshipper could be the child for whom the application is made or one or both parents.

Please be aware that involvement in a uniformed organisation that is attached to a church would **not** meet the criteria unless there was a regular Christian act of worship.

All applicants for Foundation places will be required to submit a separate application form together with a reference from a minister of religion.

If more than 95 eligible applications are received, the available places will be allocated in the following order:

1. applicants who live in the **Priority Zone<sup>2</sup>** (see below) and who are very regular worshippers
2. applicants who live in **other areas in the City of York** and who are very regular worshippers
3. applicants who live in other areas **outside the City of York** and who are very regular worshippers
4. applicants who live in the **Priority Zone<sup>2</sup>** (see below) and who are regular worshippers

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<sup>1</sup> Christian denomination is defined as a church belonging to or eligible to belong to Churches Together.

<sup>2</sup> The Priority Zone is the area covered by the catchment areas of Rufforth Primary school, Poppleton Ousebank Primary school and Carr Junior school.

**ANNEX H**

5. applicants who live in **other areas of the City of York** and who are regular worshippers
6. applicants who live in other areas **outside the City of York** and who are regular worshippers

If fewer than 95 eligible applications are received, the unfilled Foundation places will be allocated under Section 2 (Community places).

**Category 2 (Children of other major world faiths)**

Up to 4 Foundation places will be given to children of active worshipping families of other major world faiths (Buddhism, Hinduism, Islam, Judaism and Sikhism) whose applications are supported by an appropriate reference. If fewer than 4 eligible applications are received, the unfilled Foundation places will be allocated under Category 1 (Foundation places; Children from Christian denominations).

**SECTION 2 (COMMUNITY PLACES)**

Manor CE School is committed to serving our local community and to working in partnership with the Local Authority and its neighbouring schools.

**Category 3**

When awarding a place, places will be allocated in the following order;

1. siblings who live in the **Priority Zone**<sup>2</sup> (see below)
2. other applicants who live in the **Priority Zone**<sup>2</sup>
3. siblings who live in **other areas in the City of York**
4. other applicants who live in **other areas in the City of York**
5. siblings who live **outside the City of York**
6. other applicants who live **outside the City of York**

The sibling<sup>3</sup> must be attending Manor School at the date the new child would start at the school (September 2013).

**5. False Information and Proof of Residence**

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<sup>3</sup>A sibling is defined as a brother/half/stepbrother or a sister/half/stepsister who is permanently resident at the same address. A home is defined as the parents'/carers' and child's primary place of residence.

## ANNEX H

Where the Governing Body has made an offer of a place at the school on the basis of a fraudulent or intentionally misleading application from a parent and carer, the offer of a place may be withdrawn. To help the governors fairly allocate places they may request proof of residence at the time of application. (eg. utility bill or telephone statement).

### 6. Waiting List

The Governors will operate a waiting list for those parents/carers who are not successful in being allocated a place. Applicants who are unsuccessful in obtaining a place have the right to appeal.

The waiting list will be ranked according to the over-subscription criteria used for admission to the school. Parents and carers who are not successful will need to inform the school in writing of their wish for their child to join the list. The waiting list will close at the end of December in the year of entry.

### 7. Late Applications

Parent/Carers who move into the area and apply for a place at the school before **31 December 2012**, will be included in the allocation. Those parents moving into the area and applying after 31 December 2012 will be added to the waiting list after the offer day.

All parents/carers already living in the area but applying for a Foundation place after **31 October 2012** will be added to the waiting list after the offer day.

### 8. Applying for a place

All applicants must complete the City of York Local Authority common application form which should be returned to the Local Authority by **31 October 2012**. This application will be deemed as making an application for a community place.

If applying for a Foundation Place, parents must also complete a Foundation Place Application Form and include a reference from their priest, minister or faith group leader. This form and references must reach the school's admissions Clerk by **31 October 2012**.

Application forms are available from Manor CE School and the City of York School Services, PO BOX 404, York, YO1 6ZG, tel: 01904 551554.

This policy is reviewed annually by the Governing Body in consultation with the Diocesan Board of Education.

**ANNEX H**

**Please complete the application forms as accurately and fully as possible.**

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## Admissions Policy 2013-2014



***This policy was written in November 2011 and will be reviewed and updated by November 2012. The staff member responsible for this policy is Simon Biddlestone and the Governor responsible is Neville Simpson.***

Applying for a place at school can be a daunting experience, especially if it is your first child. We hope the information below will help you with the application process for your child but *please do contact us if you need any help in applying*. This admissions policy addresses the key questions that most parents have when thinking about schools. **Words in bold and italics have a definition listed at the end of this policy.**

### **1. WHAT SORT OF SCHOOL IS HEWORTH PRIMARY?**

Heworth Primary School is a Church of England Voluntary Aided School in the Diocese of York and is maintained by the City of York Local Education Authority. The school provides a distinctively Christian education for children aged 4 to 11.

Historically, Anglican schools provided education for the community in accordance with the principles of the Church of England. This two-fold aim of being 'distinctively Christian' and 'serving the local community' is reflected in the school's admission criteria.

This policy reflects the changing nature of church attendance and of the nature of worship. Many families cannot commit to weekly attendance at church and many worship in alternative ways to the traditional weekly Sunday service.

### **2. HOW CAN I FIND OUT MORE ABOUT THE SCHOOL?**

When thinking about whether Heworth is the right school for your child you should:

- Visit the school at least once by making an appointment with the headteacher
- Look at the school website at [www.heworth.york.sch.uk](http://www.heworth.york.sch.uk)
- Read the School Brochure published by the Governors. This is available from school or can be downloaded from the website.
- Look at the most recent Ofsted report – this is also available on the website or from school
- Talk to anybody you may know who already has children at the school.

### **3. HOW MANY CHILDREN WILL THE SCHOOL BE ADMITTING?**

The admission number for 2013 – 2014 is a maximum of 20 children in the Reception Class.

### **4. WHEN DO CHILDREN START SCHOOL?**

Children start school in the September of the school year before they are 5. So all children who have their 5<sup>th</sup> birthday between 1<sup>st</sup> September 2013 and 31 August 2014 can start school in September 2013.

ANNEX I

**5. DO CHILDREN START FULL TIME IMMEDIATELY?**

All children can start full time from September. However, if you would like your child to be part time initially (mornings only) this can be arranged.

**6. CAN MY CHILD START SCHOOL AT A LATER DATE?**

Yes, you have the right to postpone your child's entry to school until the term after he or she turns five – this is known as 'deferred entry'. Please talk to us if you wish to do this. It is a legal requirement that all children must enter formal full time education in the term after their fifth birthday and you must apply in the normal way to secure a place

**7. HOW DO I APPLY FOR A PLACE FOR MY CHILD?**

- 1. Obtain an admissions form from the school or Local Authority, if one is not sent to you.**
- 2. Complete the form and return it to the school or Local Authority by 15<sup>th</sup> Jan 2013.**

*'The co-ordinated scheme for admissions'* is a process that ensures that all parents resident in the City of York, and who have expressed a preference for a primary school before the closing date, will receive a single offer of a place on the same day. The Local Authority administers this policy on behalf of the Governing Body using the Governors' criteria and prioritised list.

**Key dates are:**

1 <sup>st</sup> October 2012	Forms Available
15 <sup>th</sup> January 2013	Closing date for applications
16 <sup>th</sup> April 2013	Parents notified by school that their child is to be offered a place

**8. CAN I REGISTER MY INTEREST IN ADVANCE OF THIS PROCESS?**

You can fill in our school registration of interest form at any time before this process starts. These forms are available on the website ([www.heworth.york.sch.uk](http://www.heworth.york.sch.uk)) or from school. If you register your interest we will automatically send you the Local Authority admission form and information once they are available. **Even if parents have completed a school registration of interest form, a Local Authority admission form must be submitted.**

**9. WHO DECIDES IF MY CHILD GETS A PLACE AT HEWORTH SCHOOL?**

Decisions about admissions to the school are made by the school governors, not the Local Authority or the Headteacher.

As the Church is closely involved with the school, priority is given to children whose parents are regular active members of the Church of England or other Christian denominations.



ANNEX I

However, our school is also a neighbourhood school, serving the Parishes of Heworth within the City of York and this is also reflected in our policy.

**10. WHAT IF MY CHILD HAS A STATEMENT OF SPECIAL EDUCATIONAL NEEDS?**

Applications received relating to children with statements of special educational needs will be dealt with in accordance with the Code of Practice on Special Educational Needs. Where a school is named in a child's statement of special educational needs, the local authority and the school have a duty to admit the child.

**11. WHAT HAPPENS IF MORE CHILDREN WANT PLACES THAN THERE ARE AVAILABLE?**

Where there are more applications for admissions than places the Governing Body will apply the following criteria in strict order of priority.

1. Children who are in Public Care (Looked after children)
2. Children with special social or medical reasons for admission. Applications in this category must be supported by a professional recommendation from a doctor, social worker or other appropriate professional.
3. Children who will have an older **sibling** already at the school at the time of admission.
4. Children whose families are **regularly involved** in any of the local **Christian places of worship**, (as identified by the Anglican Parish Boundaries shown on the map at the end of this policy)
5. Children whose **place of residence** is within the local community, (as identified by the Anglican Parish Boundaries shown on the map at the end of this policy)
6. Children whose families are **regularly involved** in another Christian place of worship not within the local community.
7. Children whose parents/carers are active members of **other recognised faith communities**.
8. Other children

A letter from the parish priest or worship leader will be required to support applications under criteria 4, 6 or 7.

If the admission number is reached mid-category, applications in that category will be prioritised on the distance from the child's ordinary place of residence to the main entrance to the school via the shortest safe walking route. Distances for this route is supplied to the school by the Local Authority.

**12. WHAT HAPPENS IF I MISS THE DEADLINE FOR APPLICATIONS?**

The Governors will accept late applications up to the 19<sup>th</sup> March 2013 for parents who have good reason for submitting their form late, for example if the family have moved into the City of York area.

**13. WHAT HAPPENS IF MY CHILD DOES NOT GET A PLACE AT HEWORTH?**

- i. Names of children will automatically be placed on the waiting list for Heworth CE (Aided) School, when the child has been refused admission.
- ii. A vacancy only arises in the Reception Year when the number of offers to the school falls below the admission number of 20.
- iii. The waiting list will be established on the offer day and kept until 31<sup>st</sup> August 2013
- iv. The waiting list is determined according to the Governing Body's priority admission criteria.
- v. Following the offer day should an application be received for the school where the pupil has a higher priority, as determined by the admission criteria, they will be placed on the list above those with a lower priority.

**14. WHAT HAPPENS IF I GIVE FALSE INFORMATION IN THE APPLICATION?**

- i. Where the Governing Body has made an offer of a place at the school on the basis of a fraudulent or intentionally misleading application, which has effectively denied a place to a child with a stronger claim, the offer of a place will be withdrawn.
- ii. Where a child starts attending the school on the basis of fraudulent and intentionally misleading information the place may be withdrawn depending on the length of time that the child has been at the school.
- iii. Where a place or an offer has been withdrawn, the application will be reconsidered and a right of independent appeal offered if the place is refused.

**15. WHAT HAPPENS IF I APPLY FOR A PLACE OUTSIDE OF THE NORMAL ADMISSION ROUND?**

**1. Reception Year**

Where applications are received for admission to the school following the offer day they will be dealt with as follows:

Single admission to Reception year where the year group is below the admission number, the parent will be offered a place.

Single admission to Reception year where the year group is at or above the admission number and would be prejudicial to the provision of efficient education or the efficient use of resources, the parent will not be offered a place.

**2. Years 1 to 6**

Single admission to Year 1 to 6 where the year group is above the admission number:

Where the Governing Body determines that there would not be prejudice to the provision of efficient education or the efficient use of resources, the parent will be offered a place.

Where the Governing Body determines that there would be prejudice to the provision of efficient education or the efficient use of resources, the parent will be refused an offer of a place.

An example of prejudice is where the Governing Body has to comply with the limit on infant class size.

ANNEX I

**3. Sibling admissions**

- Where the respective year groups are below the admission number and the Governing Body determines that there would not be prejudice to the provision of efficient education or the efficient use of resources, the parents will be offered a place.
- Where one or more of the respective year groups are above the admission number and the remainder are below the Governing Body will consider family circumstances and if they outweigh the prejudice the parents will be offered places.

**16. CAN I APPEAL IF I MY CHILD IS NOT OFFERED A PLACE?**

- i. If a place is not offered at the School parents have the right of appeal to an Independent Appeal Panel formed in accordance with the legislation. Details of the appeals procedures will be sent to parents by the Local Education Authority.
- ii. Parents who intend to make an appeal against the Governing Body's decision to refuse admission must submit a notice of appeal within 14 days of receiving the refusal letter to:

City of York Council,  
School Services  
PO BOX 404, York, YO1 6ZG  
Tel: 01904 551554

Normally, appeal hearings will be held within six weeks of the closing date for receiving the notice of appeal.

**Definitions from above:**

***Sibling*** – to include step, half, foster, adopted brothers and sisters living at the same address and full brothers and sisters living apart.

***Regularly involved*** – worshipping at least once a month for a period of at least one year prior to the application

***Christian place of worship*** – Church listed in 'Churches Together in England'.

***Place of residence*** - The child's ordinary place of residence will be deemed to be a residential property at which the person or persons with parental responsibility for the child resides at the closing date for receiving applications for admission to the school.

Where parental responsibility is held by more than one person and those persons reside in separate properties, the child's ordinary place of residence will be deemed to be that property at which the child resides for the greater part of the week, including weekends.

***Other recognised faith communities*** – Judaism, Hinduism, Sikhism, Islam, Buddhism.

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**Admissions Policy for**  
**Our Lady Queen of Martyrs**  
**Roman Catholic VA Primary School**  
**City of York Council Local Authority**  
**September 2013 – August 2014**



**Middlesbrough Diocese**

We recognise the unique presence of Christ in each individual.  
We provide a secure and supportive environment where the gifts of all are nurtured,  
enabling us to live a fully human life,  
reaching out to the wider community in loving care and respect,  
inspired by the wisdom of Christ's teaching.

We believe that everyone is created as a child of God. As a Christian community we  
try to live like Jesus and invite the Holy Spirit to guide us to:  
Be kind and help each other; use our special gifts to the very best of our ability;  
celebrate God in everyone and everything.

This Admissions Policy has been formally adopted by the Governing Body of the above Roman Catholic Primary School in City of York Council Local Authority.

Our Lady Queen of Martyrs Roman Catholic VA Primary School was founded by the Catholic Church to provide education for children of Catholic families, primarily for the parishes of Our Lady's and English Martyrs' York. The school is conducted 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.

The Governing Body is the Admissions Authority and is responsible for determining the school's admission policy. The Planned admissions number for September 2013 is 60.

## **ANNEX J**

The partner parishes are: St Aelred's, Tang Hall, YO31 0PN; St George's, Peel Street, YO1 9PZ; St Joseph's, Clifton, YO30 6JX; St Margaret Clitherow's, Haxby, YO32 3YJ; St Paulinus', Huntington, YO31 9AX and St Wilfrid's, High Petergate, YO1 7EN.

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

### **How and When to Apply**

Applications must be made on the Local Authority Common Application Form. Parents applying to a Voluntary Aided Roman Catholic school should also complete the Supplementary Information Form. All forms must be returned by the closing date set by the Local Authority.

### **Late Applications**

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

### **Over Subscription Criteria**

Children who have a statement of Special Educational Need which names our school will be admitted to the school.

Parents are asked to note that admission to the Nursery unit is no guarantee of entry into the main school.

Where there are insufficient places available to meet all parental preferences, priority will be given to applications in the following order.

1. Roman Catholic children who are in the care of a Local Authority.
2. Roman Catholic children with siblings at the school whose home address is within the parishes of Our Lady's and English Martyrs'.
3. Other Roman Catholic children whose home address is within the parishes of Our Lady's and English Martyrs'.
4. Roman Catholic children with siblings at the school resident in one of the partner parishes.
5. Other Roman Catholic children resident in one of the partner parishes.
6. Other children who are in the care of a Local Authority.
7. Other children with siblings at the school.
8. Children who are baptised or dedicated members of other Christian Churches as recognised by Churches Together in England (see note 4) resident in the parishes of Our Lady's and English Martyrs'.

## ANNEX J

9. Children who are baptised or dedicated members of Christian Churches as recognised by Churches Together in England (see note 4) resident in one of the partner parishes.
10. Christians of other Faith traditions (not included in 8 and 9) resident in the parishes of Our Lady's and English Martyrs'.
11. Christians of other Faith traditions (not included in 8 and 9) resident in one of the partner parishes.
12. Any other children resident in the parishes of Our Lady's and English Martyrs'.
13. Any other children resident in one of the partner parishes

If applicants are seeking admission under criteria 8, 9, 10 and 11 above, they will be asked for a letter of support to confirm their church membership from their minister or Faith leader, or suitable equivalent.

**Where the offer of places to all the applicants in any of the categories listed above would lead to over subscription the following provisions will be applied.**

The Governing Body may increase the priority of an application within a category where evidence is provided **at the time of application** of an exceptional social, medical or pastoral need of the child which can most appropriately be met at this school supported by written evidence from an appropriate professional, such as a social worker, doctor or priest.

### **Tie Break**

Where the offer of places to all the applicants in any of the sub-categories listed above would still lead to over subscription, the places up to the admission number will be offered to those living nearest to the school. Distance will be measured from the home address to the entrance of the school using the LA's computerised measuring system.

### **Application Procedures and Timetable**

Applications must be submitted by **15 January 2013** as set by the Local Authority for entry in September 2012 to Our Lady Queen of Martyrs Roman Catholic Primary School. Parents will be advised of the outcome of their applications by **16 April 2013**. Unsuccessful applicants will be given reasons related to the over-subscription criteria listed above and advised of their right of appeal to an independent appeal panel.

### **Waiting Lists**

In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a Waiting List. This Waiting List will be maintained in order of the above over-subscription criteria and not in the order in which applications are received or added to the list.

**ANNEX J**

**Notes (these notes form part of the over-subscription criteria)**

**1. Definition of Children in the Care of a Local Authority**

A child who is looked after by a Local Authority in accordance with Section 22 of the Children's Act 1989(b) at the time application for admission to the school is made and whom, the Local Authority can confirm, will still be looked after at the time of admission to the school.

**2. Definition of a Roman Catholic**

Children who have been baptised as Roman Catholics or have been formally received into the Roman Catholic Church. All applicants seeking admission under any of the criteria 1 to 9 will be asked to provide evidence that the child has been baptised as a Roman Catholic or has been received into the Roman Catholic Church. A baptismal certificate or a letter from their priest confirming their baptism or reception into the Roman Catholic Church will suffice.

**3. Parish Boundaries**

For the purposes of this policy, parish boundaries are as shown on a map provided by the Diocese. Distance will be measured from the home address to the entrance of the school using the LA's computerised measuring system. The Local Authority is constantly reviewing the nearest available safe walking routes, working closely with the Road Safety Team.

**4. Definition of Siblings**

Sibling refers to a brother or sister, 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.

**5. Churches Together in England** (See [www.churches-together.org.uk](http://www.churches-together.org.uk) for further details on membership)

The Baptist Union  
British Antiochian Orthodox Church  
Cherubim and Seraphim Council of Churches  
The Church of England  
Church of God Prophecy  
Church of Scotland (in England)  
Congregational Federation  
Coptic Orthodox  
Council of African and Caribbean Churches  
Council of Oriental Orthodox Churches  
Ichthus Christian Fellowship  
Independent Methodist Churches  
Joint Council for Anglo-Caribbean Churches  
Lutheran Council of Great Britain  
The Methodist Church  
United Reform Church  
Wesleyan Holiness Church

Agreed by the Governing Body on **28 November 2011**



**ST AELRED'S CATHOLIC VOLUNTARY AIDED PRIMARY SCHOOL****ADMISSIONS POLICY  
for  
ENTRY INTO RECEPTION YEAR in 2013~2014**

The Governing Body of St Aelred's Catholic Voluntary Aided Primary School is the Admissions Authority for this school.

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

The Governing Body intends to admit up to **30** pupils to the Reception Year group in the academic year commencing in **September 2013**.

Children who were born between 1<sup>st</sup> September 2008 and 31<sup>st</sup> August 2009 may be admitted at the start of the Autumn term, in September 2013.

Parents/carers of those children also have the option of taking up a part-time place until January 2014.

Where there are insufficient places available to meet all parental preferences, priority will be given to applications in the following order:

1. Catholic Children who are "Looked after Children" (Children in the care of the Local Authority).
2. Catholic Children whose home address is within the parish boundaries of St Aelred's Parish.
3. Catholic Children whose home address is outside of the parish boundaries of St Aelred's Parish, but who regularly worship in the Church of St Aelred's Parish.
4. Catholic Children whose home address is outside of the parish boundaries of St Aelred's Parish with a brother or sister<sup>1</sup> already attending the school at the time of admission.
5. Catholic Children whose home address is outside of the parish boundaries of St Aelred's Parish who do not have a brother or sister already attending the school at the time of admission.
6. Non-Catholic Children who are "Looked after Children" (Children in the care of the Local Authority).
7. Children of other Christian denominations who have a brother or sister already attending the school at the time of admission.
8. Children of other Faith traditions who have a brother or sister already attending the school at the time of admission.

9. Children of other Christian denominations who do not have a brother or sister at the school.
10. Children of other Faith traditions who do not have a brother or sister at the school.
11. Other children who have a brother or sister already attending the school at the time of admission.
12. Other children who do not have a brother or sister at the school.

## **ADDITIONAL NOTES**

Catholic children are children who have been baptised as Catholics or have been formally received into the Catholic Church. All applicants seeking admission under these criteria will be asked to provide evidence that the child has been baptised as a Catholic or has been received into the Catholic Church.

If applicants are seeking admission under any of criteria 7, 8, 9 or 10 above, they will be asked for a letter of support from their minister or faith leader, or suitable equivalent. For Christian applicants a baptismal certificate should be provided.

**Parents are asked to note that admission to our Primary School is no guarantee of entry into All Saints School.**

### **Equal Preference**

Equal Preference essentially means that Admissions Authorities must categorise all children, according to their over-subscription criteria, as if they were all first preference. Once categorised, children will be offered places accordingly.

### **Special Educational Needs**

The admission of pupils with a statement of special educational needs is covered by different admission regulations, and a child who has a statement of Special Educational Need, which names our school as his/her preferred school, will be admitted to the school.

If your child has Special Educational Needs but does not have a "statement" of need then your application will be considered on the basis of the school's admission criteria.

**Special Medical or Social Needs**

If you believe your child's special needs are relevant to the reasons for applying to our school, for example on medical or social grounds, then you should tell us about this on your application form including why you want your child to attend our school and what difficulties it would cause should they not be accepted. In these circumstances you must also provide supporting evidence, in writing, from a professional i.e. a doctor or a social worker.

We will consider applications for such pupils, considered to have exceptional social or medical needs, on an individual basis and the school will consult with medical/social services professionals for a further opinion as to whether a pupil should be allocated a place due to a particular medical condition or social need.

In exceptional circumstances we will determine if it is appropriate to allocate your child a place. Otherwise your application will be considered on the basis of the school's admission criteria stated above, though special medical and special social needs may increase priority of your application in each category.

**Tie-breaker**

Where there are places available for some, but not all applicants within a particular criterion, distance from home address to the school entrance will be the deciding factor, with preference being given to those whose home address is nearest to the school, when measured by the shortest, safe walking route.

**Right of Appeal**

Where a parent has been notified that a place is not available for a child, every effort will be made to help the parent to find a place in a suitable alternative school. Parents who are refused a place have a statutory right of appeal. Further details of the appeals process are available by writing to the Chair of Governors at the school address.

**Home Address**

It is the parental address, which will be used in applying the admission criteria. This means that, when stating your choice of school, you should give the parental/guardian address at the time of application. The address of childminders or other family members who may share in the care of your child should not be quoted as the home address.

**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.

**Application Information**

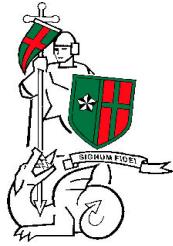
It must be stressed that applications for admission for full-time school must be made formally, both on the Common Admissions Form provided by the Local Authority, to be returned to them by **15<sup>th</sup> January, 2013**, and the school's own form which should be returned to the school. Applications made without completing both forms will be invalid. (If you filled in our own application form when your child came as a part-timer, there is no need to fill one in again but you will be asked to complete the Local Authority's form.) Places will then be allocated by strict application of the above criteria up to the admission limit, with no reference to the date of application. Parents will be notified as to whether or not their child has been allocated a place on **16<sup>th</sup> April, 2013**.

Chair of Governors \_\_\_\_\_

Date \_\_\_\_\_

**Notes**

1. "Brother or sister" includes any half-brother or half sister and any step-brother or step-sister living in the same house, as their primary place of residence



**To Be the Best We Can Be Together**

**St. George's Catholic VA Primary School**  
**Admission Policy 2013-2014**

St. George's Catholic VA Primary School was founded by the Catholic Church to provide education for children of Catholic families. The school is conducted 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.

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

The governing body has responsibility for admissions to this school and intends to admit 30 pupils to the Early Years – Reception Phase in the school year which begins in September 2013. Parents applying for the placement of their child(ren) at the school are expected to have empathy with and support fully the aims, beliefs and ethos of the school.”

**Over Subscription 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. 'Looked after' children
2. Catholics who are resident in the parish of St. George (York)

**ANNEX L**

3. Catholics who are resident in other Catholic parishes of the York Pastoral Area for whom St. George's is the nearest Catholic school
4. Other Catholic children
5. Catechumens, children whose parents are catechumens, those who are candidates for reception into the church and members of an Eastern Christian Church
6. Christians of other denominations whose parents are in sympathy with the aims and ethos of the school and whose application is supported by a minister of religion
7. Children of other faiths whose parents are in sympathy with the aims and ethos of the school and whose application is supported by a religious leader
8. Any other applicants

**Where the offer of places to all the applicants in any of the categories listed above would lead to over subscription the following provisions will be applied:**

**First Priority:** The attendance of a sibling at the school at the time of enrolment.

(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)

**Second Priority:** An application within a category where evidence is provided **at the time of application** of an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school.

**Tie Break**

**Where the offer of places to all the applicants in any of the sub-categories listed above would still lead to over subscription, the places up to the admission number will be offered to those living nearest to the school.**

('nearest to the school' will be decided by measurement of the nearest safe walking route from the home address to the school)

## ANNEX L

(Please also refer to notes a - f on page 3 of this policy)

### **Application Procedures and Timetable 2013-2014 (Co-ordinated Arrangements)**

The LA Common Application Form must be completed and returned to the Head Teacher at the school or to the LA **by 15 January 2013**. Parents will be advised of the outcome of their applications by the LA **by 16 April 2013**. Unsuccessful applicants will be given reasons related to the over subscription criteria listed above and advised of their right of appeal to an independent appeal panel.

**Applicants are requested to note that applications will be invalid unless ALL the forms described above have been completed and received at the correct address by the stated date.**

### **City of York Common Admissions Policy**

Pupils will start full time in the school year they turn five. All pupils will be offered the opportunity of a full time place from September 2013. Parent/carers will also be able to request a part-time place until the term after the child turns five.

Unless in a case of 'exceptional circumstance' St. George's RC School will fully support the City of York Co-ordinated Arrangements for Admissions. 'Exceptional circumstance' will be defined and agreed by the appropriate Admissions Committee acting as the school's Admissions Authority.

### **Deferred Entry**

A parent may secure a place at St. George's under the normal admission arrangements but choose to postpone their child's admission to the school until the term after a child turns five. It is a legal requirement that all children must enter formal full time education in the term after their fifth birthday.

**ANNEX L**

**Pupils with a Statement of Special Educational Needs**

The admission of pupils with a statement of Special Educational Needs is dealt with by a completely separate procedure. This procedure is integral to the making and maintaining of statements by the pupil's home Local Authority. Details of this separate procedure are set out in the Special Educational Needs Code of Practice.

**Reviewed and Agreed at Full Governing Body meeting on 6 October 2011**

**Notes:** (these notes form part of the over subscription criteria on page 1)

- a) 'looked after child' has the same meaning as in section 22 of the Children Act 1989, and means any child in the care of a local authority or provided with accommodation by them ( e.g. children with foster parents).
- b) 'Catholic' means a member of a Church in 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.
- c) 'catechumen' means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.
- d) 'Eastern Christian Church' includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that church.
- e) To demonstrate an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the governing body will normally require written evidence from an appropriate professional, such as a social worker, doctor or priest.
- f) For the purposes of this policy, parish boundaries are as shown on the attached map. Distances will be measured from the main entrance of the school [in a straight line on a



**ANNEX L**

large scale map] [by the shortest safe walking distance using lit and made up public roads and paths].

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## St. Lawrence's Church of England Primary School

### DRAFT Admission Policy 2013 - 2014

#### Introduction

St. Lawrence's Church of England Primary School is a Church of England Voluntary Aided Primary School in the Diocese of York and is maintained by the City of York Local Education Authority.

The school provides a distinctively Christian education for children aged 3 to 11, with priority being given to children who live and worship within the ecclesiastical parish of St. Lawrence's.

Historically, Anglican schools were parish schools providing education for the community in accordance with the principles of the Church of England. Thus the majority of York Diocesan schools were established to provide education for the children of the parish within a Christian context. This two-fold aim of being 'distinctively Christian' and 'serving the local community' is reflected in the school's admission criteria.

St. Lawrence's is a Voluntary Aided school for which the Governing Body is the Admission Authority and responsible for admissions. It is guided in that responsibility by the requirements of law, the school trust deed, advice from the Diocesan Board of Education and its duty to the community and the Common Good.

The admission number for 2013 – 2014 is 30 children in the Reception Class.

#### **PLEASE CONTACT US IF YOU NEED ANY HELP IN APPLYING FOR ADMISSION**

#### **Age of First Entry**

Following their fourth birthday, children are admitted to the Reception class in September 2013.

#### **Deferred Entry**

Deferred entry means that parents may secure a place at St. Lawrence's under the normal admission arrangements but choose to postpone their child's admission to the school until the term after a child turns five. It is a legal requirement that all children must enter formal full time education in the term after their fifth birthday.

Parents can request that their child attends part-time until the child reaches compulsory school age

### **Entry from Nursery**

1. Arrangements for admission to Reception do not apply to those being admitted from nursery provision.
2. Parents/carers of nursery children **must** apply for a place at the school if they want their child to transfer to the Reception class;
3. Attendance at the nursery does not guarantee admission to the school

### **Co-ordinated Scheme for Admission Arrangements**

The co-ordinated scheme for admissions is a mechanism that ensures that all parents/carers resident in the City of York, and who have expressed a preference for a primary school before the closing date, will receive a single offer of a place on the same day. The Local Authority administers this policy on behalf of the Governing Body using the Governors' criteria and prioritised list.

The closing date for applications in 2013 - 2014 is 15 January 2013.

Parents/carers will be notified about offers by 16 April 2013.

### **Definitions**

*Regular and frequent attendance or active members* – at least once a month for a period of at least one year prior to the application. A letter from the parish priest or worship leader will be required to support applications using the regular and frequent attendance criteria.

*Sibling* – includes step, half, foster, adopted brothers and sisters living at the same address and full brothers and sisters living apart.

*Christian place of worship* – Church listed in 'Churches together in England'. (List available in school)

*Other world faiths* – Judaism, Hinduism, Sikhism, Islam, Buddhism.

### **Place of residence**

The child's ordinary place of residence will be deemed to be a residential property at which the person or persons with parental responsibility for the child resides at the closing date for receiving applications for admission to the school.

Where parental responsibility is held by more than one person and those persons reside in separate properties, the child's ordinary place of residence will be

deemed to be that property at which the child resides for the greater part of the week, including weekends.

### **Criteria for Admission**

Where there are more applications for admissions than places the Governing Body will apply the following criteria in strict order of priority.

If the admission number is reached mid-category, applications in that category will be prioritised on the distance of the child's ordinary place of residence to the main entrance to the school by the most direct route.

The ecclesiastical parish of St Lawrence's is here referred to as 'the parish'. A map showing the parish boundary referred to is available in the school

1. Children in Public Care.
2. Pupils considered to have exceptional social or medical needs which relate to the preferred school. We may consult with other medical/educational professionals for a further opinion as to whether a pupil should be allocated a place due to a particular medical condition or social need.
3. Children living within the parish who have an elder brother or sister in School at the time of admission.
4. Children living within the parish whose parents/carers regularly and frequently attend St Lawrence's Church.
5. Children living within the parish whose parents/carers regularly and frequently attend another place of Christian worship.
6. Children living within the parish whose parents/carers are active members of other world faiths and wish their child to attend this Church of England School.
7. Other children living within the parish.
8. Children living outside the parish who have an elder brother or sister in School at the time of admission.
9. Children living outside the parish whose parents/carers regularly and frequently attend St Lawrence's Church.
10. Children living outside the parish whose parents/carers regularly and frequently attend the Church of England.

11. Children living outside the parish whose parents/carers regularly and frequently attend another place of Christian worship.
12. Children living outside the parish whose parents/carers are active members of other World Faiths and wish their child to attend this Church of England School.
13. Other children allocated on distance by measurement of the nearest safe walking route.

### **Late applications**

The Governors will accept late applications up to the 31<sup>st</sup> March 2013 for parents/carers who have good reason for submitting their form late, for example if the family have moved into the City of York area.

### **Waiting list**

1. Names of children will automatically be placed on the waiting list for St. Lawrence's, when the child has been refused admission.
2. A vacancy only arises in the Reception Year when the number of applications to the school falls below the admission number of 30.
3. The waiting list will be established on the offer day.
4. The waiting list is determined according to the Governing Body's priority admission criteria.
5. Following the offer day should an application be received for the school where the pupil has a higher priority, as determined by the admission criteria, they will be placed on the list above those with a lower priority.

### **False information**

1. Where the Governing Body has made an offer of a place at the school on the basis of a fraudulent or intentionally misleading application, which has effectively denied a place to a child with a stronger claim, the offer of a place will be withdrawn.
2. Where a child starts attending the school on the basis of fraudulent and intentionally misleading information the place may be withdrawn depending on the length of time that the child has been at the school.
3. Where a place or an offer has been withdrawn, the application will be reconsidered and a right of independent appeal offered if the place is refused.

## **Applications outside the normal admission round**

### **1. Reception Year**

Where applications are received for admission to the school following the offer day they will be dealt with as follows:

- a) Single admission to Reception Year where the year group is below the admission number. The parent/carer will be offered a place.
- b) Single admission to Reception Year where the year group is at or above the admission number and would be prejudicial to the provision of efficient education or the efficient use of resources. The parent/carer will not be offered a place.

### **2. Years 1 to 6**

Single admission to Year 1 to 6 where the year group is above the admission number.

- a) Where the Governing Body determines that there would not be prejudice to the provision of efficient education or the efficient use of resources. The parent/carer will be offered a place.
- b) Where the Governing Body determines that there would be prejudice to the provision of efficient education or the efficient use of resources. The parent/carer will be refused an offer of a place.

An example of prejudice is where the Governing Body has to comply with the limit on infant class size.

### **3. Sibling admissions**

- a) Where the respective year groups are below the admission number and the Governing Body determines that there would not be prejudice to the provision of efficient education or the efficient use of resources, the parents/carers will be offered a place.
- b) Where one or more of the respective year groups are above the admission number and the remainder are below the Governing Body will consider family circumstances and if they outweigh the prejudice the parents/carers will be offered places.

**Appeals against the Governing Body's decision to refuse admission**

1. If a place is not offered at the School parents have the right of appeal to an Independent Appeal Panel formed in accordance with the legislation. Details of the appeals procedures will be sent to parents by the Local Authority.
  
2. Parents who intend to make an appeal against the Governing Body's decision to refuse admission must submit a notice of appeal within 14 days of receiving the refusal letter to:  
City of York Council,  
School Services  
PO BOX 404  
York, YO1 6ZG  
Tel: 01904 551554

Normally, appeal hearings will be held within six weeks of the closing date for receiving the notice of appeal.

**St. Lawrence's Governing Body – December 2011**





## St. Wilfrid's Catholic Primary School Admission Policy

St. Wilfrid's Catholic VA Primary school was founded by the Catholic Church to provide education for children of Catholic families. The school is conducted 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.

Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the over subscription criteria listed below. It is desirable that all applicants declare their positive support for the aims and ethos of the school.

### Over Subscription 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. 'Looked after' children from Catholic families.
2. Catholic children who are resident in the parishes of St. Joseph, St. Margaret Clitherow, St. Paulinus and St. Wilfrid.
3. Catholic children who are resident in other Catholic parishes of the York Pastoral Area for whom St. Wilfrid's is the nearest Catholic school. (Parish Boundaries available from the office)
4. Other Catholic children.
5. Other looked after children.
6. Catechumens, children whose parents are catechumens, those who are candidates for reception into the church and members of an Eastern Christian Church.

**ANNEX N**

7. Christians of other denominations whose parents are in sympathy with the aims and ethos of the school and whose application is supported by a minister of religion or authenticated by a Certificate of Baptism
8. Children of other faiths whose parents are in sympathy with the aims and ethos of the school and whose application is supported by a religious leader.
9. Any other applicants.

Additional Provisions:

Where the offer of places to all the applicants in any of the categories listed above would lead to over subscription the following provisions will be applied:

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.

The governing body may increase the priority of an application within a category where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child, which can be most appropriately met at this school.

Tie Break

Where the offer of places to all the applicants in any of the sub-categories listed above would still lead to over subscription, the places up to the admission number will be offered to those living nearest to the school.

(Please also refer to notes a - f on page 2 of this policy)

Application Procedures and Timetable

Applications must be submitted by February of each year to the Head Teacher at the school. An LA Common Application Form must also be completed and returned to the Head Teacher or direct to the LA by the application deadline of **15 January in the year of admission**. Parents will be advised of the outcome of their applications by the LA. Unsuccessful applicants will be given reasons related to the over subscription criteria listed above and advised of their right of appeal to an independent appeal panel. Applicants are requested to note that applications will be invalid unless ALL the forms described above have been completed and received at the correct address by the stated date. Children allocated places are eligible for full time education from **September**

## ANNEX N

in the year of admission, however parents can request a part time place.

### Deferred Entry

A parent may secure a place at St. Wilfrid's under the normal admission arrangements but choose to postpone their child's admission to the school until the term after a child turns five. It is a legal requirement that all children must enter formal full time education in the term after their fifth birthday.

### Waiting Lists

In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the over subscription criteria set out above and not in the order of which applications are received or added to the list. Names are normally removed from the list after six months.

### Pupils with a Statement of Special Educational Needs

The admission of pupils with a statement of Special Educational Needs is dealt with by a completely separate procedure. This procedure is integral to the making and maintaining of statements by the pupil's home Local Authority. Details of this separate procedure are set out in the Special Educational Needs Code of Practice.

### Notes

- a) 'looked after child' has the same meaning as in section 22 of the Children Act 1989, and means any child in the care of a local authority or provided with accommodation by them (e.g. children with foster parents).
- b) 'Catholic' means a member of a Church in 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.
- c) 'catechumen' means a person preparing for entry into the catechumenate (Catholic Church). This will normally be evidenced by a certificate of reception into the order of catechumens.

**ANNEX N**

- d) 'Eastern Christian Church' includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that church.
- e) To demonstrate an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the governing body will normally require written evidence from an appropriate professional, such as a social worker, doctor or priest.
- f) For the purposes of this policy, parish boundaries are as shown on the attached map. Distances will be measured from the main entrance of the school [in a straight line on a large scale map].



## Wheldrake with Thorganby C.E. (Aided) School

North Lane, Wheldrake, York YO19 6BB  
Telephone 01904 448564  
Headteacher: Ms H. J. Rodbourn BA ALCM



### **ADMISSIONS POLICY 2013/2014**

Wheldrake with Thorganby Primary School is a Voluntary Aided Church of England School serving the whole community in which it is set. It is committed to giving its pupils the best possible educational opportunities in a caring Christian environment within the tradition of the Anglican Church. The school welcomes children from families of all faiths or of none, that recognise and support the Christian ethos of the school.

As an Aided Church of England School the governors of the school are the admissions authority and have responsibility for admissions. Our admissions arrangements are as follows:

#### **OPTION 1 – Full time**

- Children born between 1<sup>st</sup> September 2008 and 31<sup>st</sup> August 2009 may start full-time school in September 2013

#### **OPTION 2 – Part time**

- Parents may opt for a part time place from September (mornings only, from 0855 – 1200). Children can then take up their full time place at the beginning of the Spring term (January).

We particularly recommend option 2 for the younger children, whose 5<sup>th</sup> birthday falls between January and August.

#### **OPTION 3 – Deferred entry**

- Deferred entry means that parents may apply for a place at the school under the normal admission arrangements but choose to postpone their child's admission until the term after they are five. Parents wishing to defer entry should make an application for a place **at the usual time** indicating on the preference form that they would like to defer entry to school. Places will be allocated using the normal criteria and where parents have opted for a deferred entry and have been offered a place it will be kept open for that child to start full time school in the term following their fifth birthday.

ANNEX O

**It is a legal requirement that all children must enter formal fulltime education at the beginning of the term following their fifth birthday. Parents can request that their child attends part – time until they reach compulsory school age.**

**Please contact the headteacher at the school if you would like to discuss the best option for your child and for any further information.**  
**HOW TO APPLY FOR A PLACE – FIRST ADMISSIONS (RECEPTION CLASS)**

1. **Parents who live within the City of York boundary** (including Wheldrake) should complete the City of York Common Application Form. You can apply online at [www.york.gov.uk/schooladmissions](http://www.york.gov.uk/schooladmissions) or request a paper copy from school, or the nursery or playgroup that your child attends, or from School Services on 01904 551554.

2. **Parents who live outside the York boundary** (including Thorganby) should complete the Common Admissions Form for the local authority in which they live. Parents who live in North Yorkshire can apply online at [www.northyorks.gov.uk](http://www.northyorks.gov.uk) or request a paper copy from the Admissions Team on 0845 0349420.

Both York and North Yorkshire will send you an email to let you know that they have received and are processing your online application. If you apply by post please get a proof of posting certificate from the Post Office and keep a record of the number.

**HOME ADDRESS**

Parent / carers must use only one address when applying for a place. This must be the address at which the parent/carer and child are normally resident. Where there is joint residence each case is considered on an individual basis but the child's ordinary place of residence will be deemed to be that property at which the child resides for the greater part of the week, including weekends. Parents / carers may be required to provide proof of residence in support of an application, and the relevant Local Authority (York or North Yorkshire) may check addresses against other records held by them, in accordance with their Data Protection Registration.

**Key Dates for 2013/2014:**

September 2012 parents can start to apply online

**15<sup>th</sup> January 2013 DEADLINE FOR APPLICATIONS (Common Application Form)**

5<sup>th</sup> April 2013 LA confirms with the school the list of pupils to be offered a place

16<sup>th</sup> April 2013 parents/ carers informed of primary school place

## ANNEX O

June / July 2013 primary school admissions appeals heard

Once your child has been allocated a place we will contact you and ask you to complete a school admissions form, indicating which option (part time / full time) you would like.

### **HOW DO WE ALLOCATE PLACES?**

The School's admission number is 30.

The Governors of the School are responsible for admissions and will use the following criteria, in the order listed, to allocate places:

1. Children who are looked after by a local authority (see section 22 of The Children's Act 1989).
2. Children who live within the catchment area normally served by the school – a map of the catchment area is available in school or from the School Services team at the Local Authority.
3. Children considered to have exceptional social or medical needs which relate to the preferred school. The governors may consult with other medical or educational professionals for a further opinion as to whether a pupil should be allocated a place due to a particular medical condition or social need.
4. Children who have a brother or sister (including half-and step-siblings living in the same house as their primary place of residence) already registered at the school on the proposed date of admission.
5. Children who live closest to the school using the shortest safe walking route. The Local Authority (LA) will advise on the safest route. Distance is measured from the home address to the main entrance of the school using the LA's GIS mapping system.

The governors will seek to admit all children who live within the catchment area of Wheldrake and Thorganby, at least until the capacity of the school is met (210), and within the limitations of current Infant Class Size legislation.

**INFANT CLASS SIZES** - Current legislation prevents class sizes for children in Reception and Key Stage 1 (Year 1 and Year 2) from exceeding 30 pupils. Therefore we cannot offer a place if this brings the total number of pupils in one class to more than 30 - that is the total number in the Foundation Stage (Reception class) to more than 30, or the total in the two Key Stage One classes to more than 60.

### **PUPILS WITH STATEMENTS OF SPECIAL EDUCATIONAL NEEDS**

Where children have a statement, parents/carers can express a preference for a place at either a mainstream or special school. A place will be allocated

**ANNEX O**

as part of the statutory assessment or annual review process and the school will be named on the statement. Please note that there is a separate admission and appeals process for statemented children. Further details are available from the Special Educational Needs department of the local authority where the child is resident.

**WAITING LIST**

Where the number of applicants exceeds the number of places, we will contact parents to ask whether they wish their child's name to be put on a waiting list, should a place become available. A pupil's position on the list will be determined by the same criteria as for the normal admissions round. Names will be kept on the waiting list for two terms following the date when places are allocated ie until 31<sup>st</sup> December 2013.

**APPEALS**

Parents who are not given a place for their child have a right of appeal to an independent panel. The school uses the Local Authority's process for conducting appeals. Details of the appeals procedure will be sent to parents by the local authority. Further information on the appeals process is available on the LA website [www.york.gov.uk](http://www.york.gov.uk) or from:

School Services  
PO BOX 404,  
York, YO1 6ZG  
Tel 01904 551554

**APPLICATIONS OUTSIDE THE NORMAL ADMISSION ROUND**

Where applications are received following the offer day they will be dealt with as follows:

**1. RECEPTION YEAR**

- a) Where the Reception year group is below the admission number (30) the child will be offered a place.
- b) Where the year group is at or above the admission number (30) the child will not be offered a place.

**2. YEARS 1 and 2**

- a) Where the governing body determines that there would not be prejudice to the efficient education or the efficient use of resources the parent will be offered a place.
- b) Where the class is at or above the infant class size maximum (30), and/or the governing body determines that there would be prejudice to the efficient education or the efficient use of resources, the parent will not be offered a place.



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**3. YEARS 3 TO 6**

a) Where the governing body determines that there would not be prejudice to the efficient education or the efficient use of resources the parent will be offered a place.

**Decisions relating to admissions outside the normal admissions round will be taken by the Admissions Committee of the governing body.**

**FALSE INFORMATION**

The governors are committed to ensuring that the allocation of places is open and fair to all families. Therefore where a place has been offered on the basis of fraudulent or intentionally misleading information the offer of the place **will** be withdrawn.

If a child has started attending school on the basis of fraudulent or intentionally misleading information the place **may** be withdrawn. Governors will take into consideration factors such as the length of time that the child has been attending the school.



If a place or an offer has been withdrawn, the application for a place will be reconsidered based on accurate information and a right of appeal offered if it is turned down.

**HELP AND SUPPORT**

The school and the Local Authority will advertise the admissions process each year with posters, through early years settings and on their websites, however it is the responsibility of parents to complete the application process at the correct time. If you require any help with this please contact the school on 01904 448564.

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## ANNEX P

	<b>ALL SAINTS RC SCHOOL, YORK</b> Diocese of Middlesbrough	
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## ADMISSIONS POLICY

*‘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 children of Catholic families. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of governance, 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 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’ has the same meaning as in Section 22 of the Children Act 1989. In broad terms this means any child in the care of a local authority or provided with accommodation by them (e.g. children with foster parents).
- ‘Catholic’ means a member of a Church in communion with the See of Rome including the Eastern Catholic Churches. A certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church will normally evidence this.
- ‘Catechumen’ means a member of the catechumenate of the Catholic Church. A certificate of reception into the order of catechumens will normally evidence this.
- ‘Eastern Christian Church’ is normally evidenced by a certificate of baptism or reception from the authorities of that Church.
- ‘Brother and sister’ includes half and step brothers or sisters.

## ANNEX P

- To demonstrate an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the governing body will normally require written evidence from an appropriate professional, such as a social worker, doctor or priest.
- Distances will be measured using the LA's GIS system from the home front door via the shortest, safest walking route to the school.

### 4. Implementation

This policy applies to admissions to all years in the school, including the sixth form.

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 (The over-subscription criteria):

1. 'Looked after' children from Catholic families.
2. Baptised Roman Catholic children attending a Catholic primary school.
3. Other baptised Roman Catholics.
4. Other 'looked after' children.
5. Catechumens and members of an Eastern Catholic Church.
6. Children with a brother or sister at the school at the time of proposed enrolment
7. Children attending a Catholic Primary school.
8. Christians of other denominations whose application is supported by a letter from a minister of religion or other religious leader and the parents.
9. All other applicants.

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. At the discretion of the governors: where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child, which can most appropriately be met at this school.
3. Those with the shortest safe walking route from their home to school.

Governors will operate a waiting list system for those children who are initially unsuccessful in their application and ask for their name to be placed upon it.

**ANNEX P**

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**

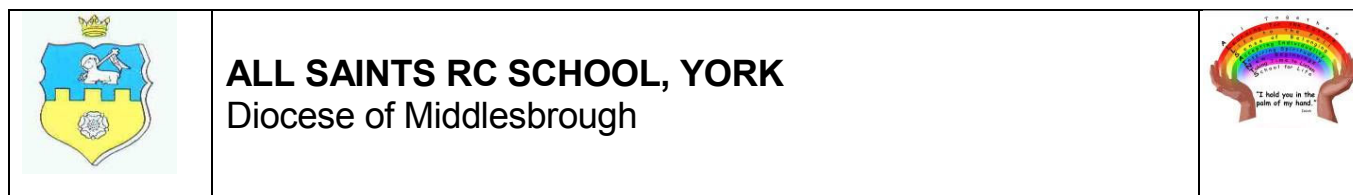
The Governing Body will review this policy every two years and assess its effectiveness and implementation

**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.

<b>Person Responsible:</b>	<i>Deputy Headteacher (admissions)</i>
<b>Reviewed by:</b>	<i>Governors' Admissions Committee</i>
<b>Last Reviewed:</b>	<i>Jan 2011</i>
<b>Adopted by Governing Body:</b>	<i>March 2011</i>
<b>Next Review:</b>	<i>March 2013</i>

## ANNEX P



### **Admissions Policy, 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 |

Year 12 the school will admit at least 35 additional students in Year 11.

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 6<sup>th</sup> form is not automatic and all students must apply. However, eligible All Saints Year 11 students will progress automatically to the All Saints Sixth Form.

### **Application Procedure for 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<sup>st</sup> 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:

## **ANNEX P**

**Form 2** This is an Application Form specifically for All Saints. In this you will provide the extra information needed to establish which priority category you fall into. This form is available via the School Brochure or directly from the School. In order to be placed in the most appropriate category from 1-8 you **MUST** provide any additional relevant evidence, such as a baptismal certificate, **WITH** the application form. If you do not do so you will be prioritised into the relevant lower category.

This form together with any relevant additional information must be submitted to the school **before 31<sup>st</sup> December** in the year preceding admission. Governors will then consider all applications received and notify Parents or Carers of the outcome of their application.

### **Notification of Outcome**

Parents will be advised of the outcome of their applications on **1<sup>st</sup> March** in the year of admission. Unsuccessful applicants will be given the reasons they were unsuccessful which will relate to the oversubscription criteria listed in the policy.

Parents and Carers, who will be moving into the area and apply for a place at the school before 31<sup>st</sup> December, will be included in the allocation.

### **Waiting Lists**

The school will operate a waiting list for those children who are not allocated a place. Parents or carers must inform the school in writing if they wish their child to join this list. The waiting list will be ranked according to oversubscription criteria stated in the Admissions Policy. The waiting list will close at the end of December 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**

Those pupils already attending All Saints will automatically transfer from Year 9 to Year 10 in September and do not need to apply for a place. Because All Saints RC School operates on a split site and the upper site is larger, 15 more children who are not already All Saints' pupils can be accommodated in each of years 10 and 11.

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

## **ANNEX P**

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 the **31<sup>st</sup> December** preceding the September of admission. You must also notify the LA in which you live of your request for a change of school.
2. Parent/carers will be advised of the outcome of their application by the **30th January** in the year of admission.

If there are more applications than the number of places available, places will be offered according to the order of priority listed in the admissions policy.

### **Applications for Years 8, 9, 11**

Application should be made on forms obtained from the school. No applications will be accepted more than 12 months before the proposed date of entry. Decisions on applications for all entries to the school for September will be made by Governors, usually prior to the end of February. Applications for entry at other times will only be considered at the discretion of Governors.

If there are more applications than the number of places available, places will be offered according to the order of priority listed in the policy.

### **Applications for Years 12 and 13 – the Sixth Form**

Students must complete the application form available from the school and submit the form prior to 31<sup>st</sup> January in the year of admission. Conditional offers will be sent out by the school by the end of April and the place confirmed or refused after publication of the GCSE results during August. At the discretion of Governors, applications with a valid reason for being late will be considered up to the end of the second week in the Autumn term.

Entry onto courses is not automatic and they may specify academic or other criteria that must be fulfilled for admission.

Exceptionally, if the Governors consider there is space available on a particular course, children can be admitted to the sixth form in excess of the admissions number specified above.

Please see the relevant Application Pack for specific course requirements.



## **ANNEX P**

### **Applications for entry mid-year**

This category will normally only be available to people relocating into the area and 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.

### **Appeals**

All Saints RC 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.

### **Pupils with a Statement of Special Educational Needs**

The admission of pupils with a statement of Special Educational Need is dealt with by a completely separate procedure. This procedure is integral to the making and maintaining of statements by the Pupil's home LA. Details of this separate procedure are set out in the Special Educational Needs Code of Conduct.

### **Fraudulent Applications**

At the sole discretion of Governors, where they are of the opinion that an offer of a place has been made on the basis of a fraudulent or intentionally misleading application which has effectively denied a place in the school to a student with a stronger claim, the offer of a place will be withdrawn.

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# **Archbishop Holgate's Sixth Form**

**A Church of England Academy  
Leading Edge - Science - Applied Learning**

***Admissions Policy for Year 12  
September 2013***



# Archbishop Holgate's School

A Church of England Academy  
Leading Edge - Science - Applied Learning

## *Archbishop Holgate's Church of England Academy Admissions Policy for Year 12 in September 2013*

### **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 post-16 at the school. Any queries regarding Sixth Form admissions should be directed to the Sixth Form.

### **Admission post-16**

Admission post-16 will be from

- (a) students in Year 11 at Archbishop Holgate's School; and
- (b) students from outside Archbishop Holgate's School.

The admissions number for students entering post-16 from other schools will be up to 40 each year.

Students on roll at Archbishop Holgate's School are required to apply for a Sixth Form place as are students from other schools.

The entry requirements for admission post-16 shall be the same for students on roll in Year 11 at the school and external applicants.

## **ANNEX Q**

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.

### ***Foundation places***

The threshold for consideration for a Foundation place will be two years' attendance at worship by parents/carer/applicant prior to the application (December 2012).

- 1 an applicant "at the heart of the church" – a regular worshipper, by which is meant one who worships at a Christian church normally twice a month. Within this category, the worshipper may be one or both parents/carers, or, provided the minimum threshold for consideration for a Foundation place is met, the student for whom the application is made.
- 2 an applicant "attached to the church" – a regular but not frequent worshipper, by which is meant a parent, carer or applicant who usually attends a monthly service or is regularly involved in a weekday church activity including an element of worship.
- 3 an applicant "known to the church" – not a regular but an occasional worshipper, by which is meant a parent, carer or applicant who attends at least six times per year. This may be through uniformed or other church organisations.

### ***Minimum entry requirements***

All those seeking admission to the Sixth Form must achieve the necessary grades for access onto the courses they have chosen.

### ***Oversubscription criteria***

Archbishop Holgate's Church of England Academy is committed to serving its local community and working in partnership with the Local Authority and neighbouring schools. The criteria below are based closely on the Local Authority's admissions policy. 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 admissions criteria.

In accordance with law and recommended practice, Governors will give prior consideration to: students having statements of special educational need which, after discussion with the school, name Archbishop Holgate's; to 'looked after' students – places for looked after students will be allocated in the light of advice from the Local Authority Social Services team; and to students considered by the Governors to have other exceptional social or

**ANNEX Q**

medical needs specific to Archbishop Holgate's Church of England Academy – those applying under this criterion will already have consulted the school about its suitability, and will provide written references from the Director of Social Services or a consultant medical practitioner.

Priority will then be given as follows:

1 to students in Year 11 at Archbishop Holgate's Church of England Academy.

2 to students applying for a Foundation place.

3 to 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.)*

4 to students having a sibling attending Archbishop Holgate's Church of England Academy at the beginning of the term in question.

*(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.)*

5 to students with the closest safe walking route.

*(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.)*

If there are more applicants within any given qualifying criterion up to and including criterion 4 than there are places remaining, the places for these applicants will be allocated to students with the closest safe walking route.

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.

**ANNEX Q**  
***Appeals***

Any student refused the offer of a place at the Sixth Form has the right of appeal to an independent appeals panel.

***Late applications***

Late applications will be considered up to the end of the second full week of the Autumn Term.

***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 post-16 to a student with a stronger claim, the offer of a place will be withdrawn.

***Timetable for admissions***

1	Student completes application	5 December 2012
2	School accepts application and this is communicated to parents	15 December 2012
3	Application processed and invitation to interview	January 2013
4	GCSE results published	August 2013
5	Admission confirmed or refused	August 2013
6	Independent appeals	September 2013

Students can apply up to the start of the courses but it is helpful to receive early applications as above.

***Address for correspondence***

Post-16 Administrator  
Archbishop Holgate's Sixth Form  
Archbishop Holgate's Church of England Academy  
Hull Road  
York YO10 5ZA

Telephone: 01904 411341  
Email: sixthform@archbishopholgates.org

*Policy to be reviewed November 2011*

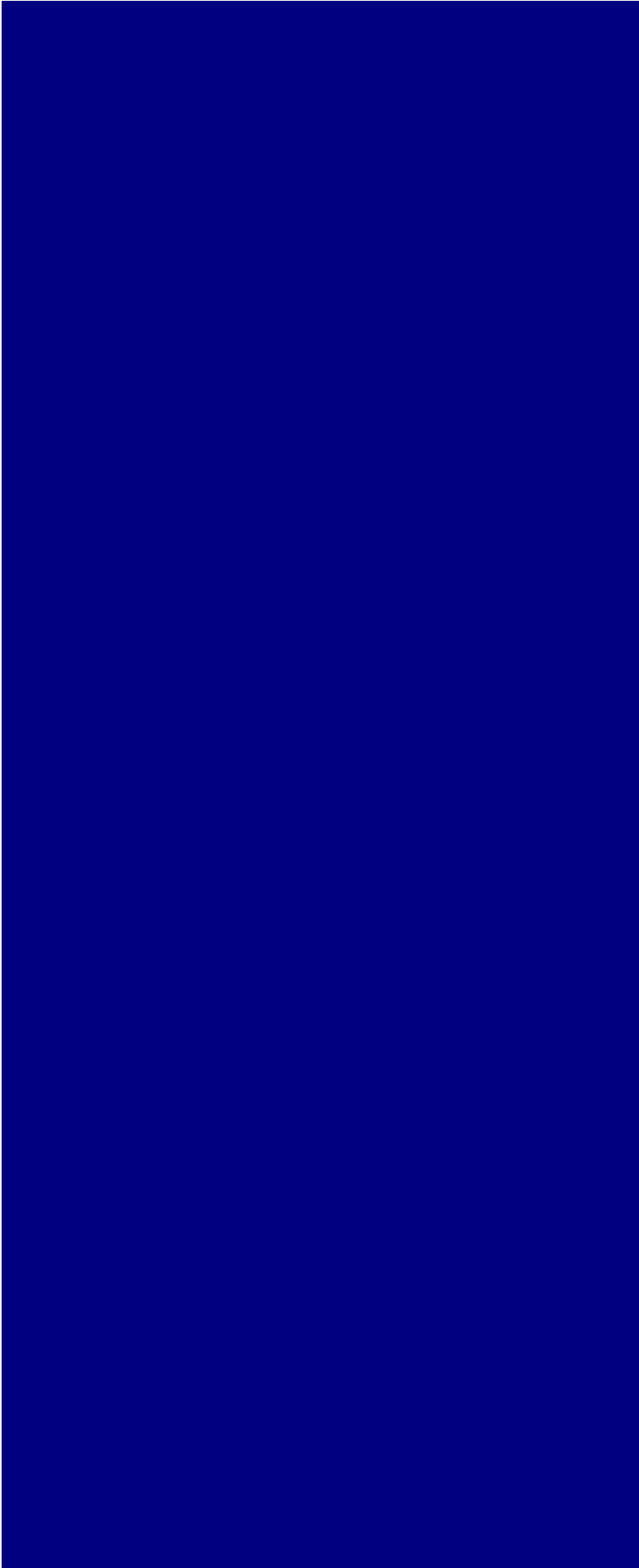
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Admission  
Arrangements  
for  
Sixth Form  
2013-2014

Fulford School



## Introduction

- 1 The City of York Council is the Admissions Authority for Fulford School and is therefore responsible for the admission of students into the sixth form. The City of York Council has, however, delegated the responsibility for the administration of admissions to the sixth form to the Headteacher of the school, and so any queries regarding sixth form admissions should be directed to the school.
- 2 The capacity for the sixth form is 305.

## A Admission to the sixth form

- 1 Admission to the sixth form will be from:
    - (a) students on roll in Year 11 at Fulford School; and
    - (b) external applicant students not attending Fulford School.
  - 2 Fulford School will admit 35 external applicant students into the sixth form each year.
  - 3 Both students on roll in Year 11 at Fulford School, and external applicants are required to apply for a place in the sixth form.
  - 4 The same entry requirements for admission to the sixth form will apply for students on roll in Year 11 at Fulford School and external applicants.
  - 5 Students will be admitted into the sixth form 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 the sixth form must achieve the necessary grades for access onto the courses they have chosen.

## C Oversubscription criteria

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 looked after by the authority;
2. Students who live within the catchment area normally served by Fulford School;
3. Students considered by Fulford School to have exceptional social or medical needs which relate to Fulford School;
4. Students with siblings at Fulford School in September 2013. 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);
5. Students who live closest to Fulford School using the nearest available safe walking route. Distances are measured from the home address to the entrance of the school using the LA's GIS mapping system.

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.

## D Appeals

Any student refused the offer of a place in the sixth form has the right of appeal to an independent appeals panel.

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## E False Information

Where the School has made the offer of a place in the sixth form on the basis of a fraudulent or intentionally misleading information, which has effectively denied a place in the sixth form to a pupil 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 2013, where spaces are still available.

## G Timetable for admission

- |  |  |
|--|--|
| 1. Students complete application   | December 2012 -<br>February half term 2013 |
| 2. Application processed   | February – April 2013                      |
| 3. Decision on application (subject to GCSE results)<br>communicated to students | April 2013                                 |
| 4. GCSE results published  | August 2013                                |
| 5. Admission confirmed or refused  | August 2013                                |
| 6. Independent appeals   | September 2013                             |

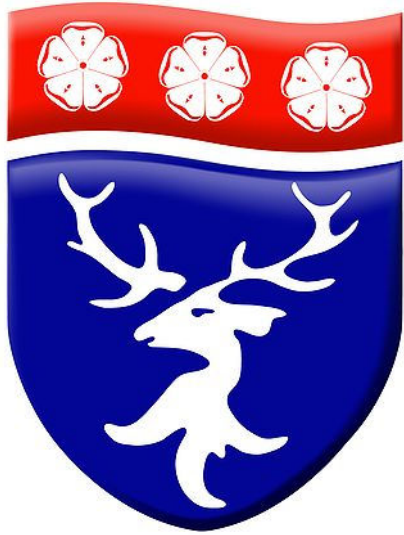
NB: Students can apply up to the start of the courses but it is helpful to receive early applications as above.

Address for correspondence:

Headteacher  
Fulford School  
Fulfordgate  
Heslington Lane  
York  
YO10 4FY

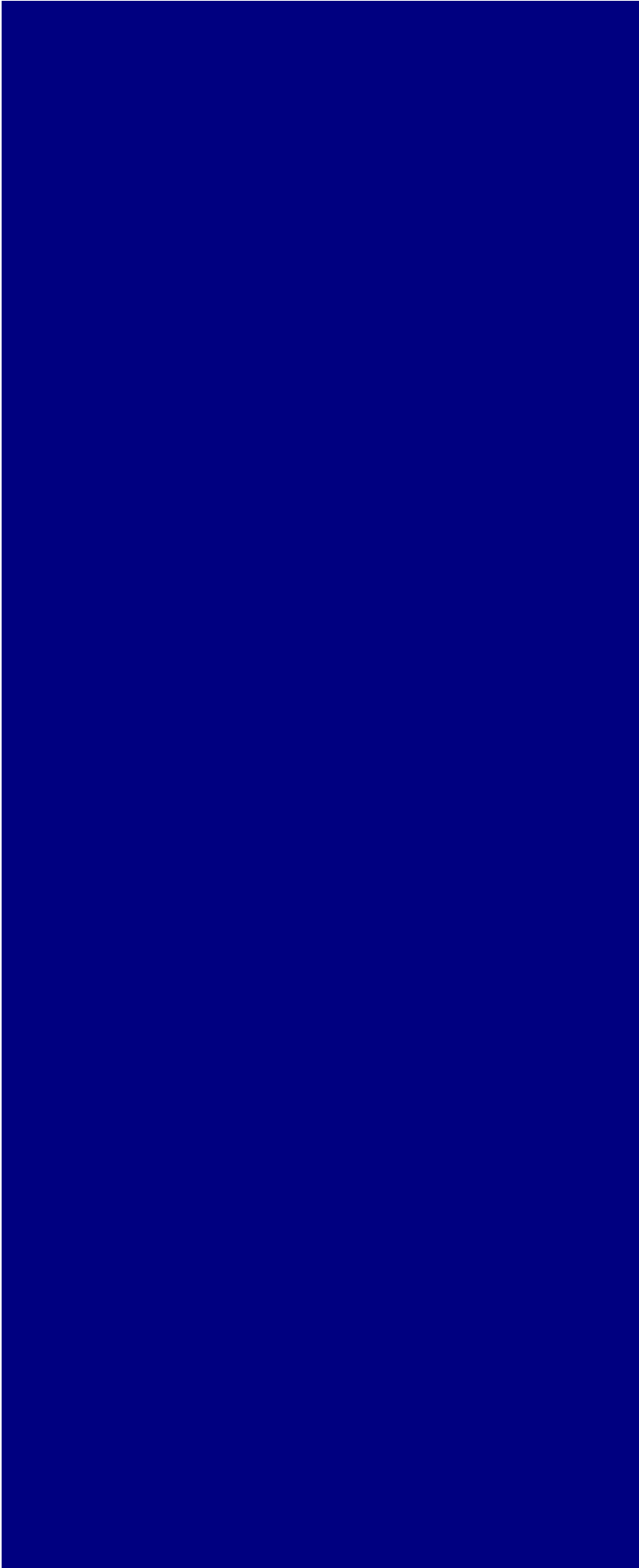
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Admission  
Arrangements  
for  
Sixth Form  
2013-2014

Huntington  
School





## Introduction

- 1 The City of York Council is the Admissions Authority for Huntington School and is therefore responsible for the admission of students into the sixth form. The City of York Council has, however, delegated the responsibility for the administration of admissions to the sixth form to the Headteacher of the school, and so any queries regarding sixth form admissions should be directed to the school.
- 2 The capacity for the sixth form is 320. This is a combined figure for Years 12 and 13.

## A Admission to the sixth form

- 1 Admission to the sixth form will be from:
    - (a) students on roll in Year 11 at Huntington School; and
    - (b) external applicant students not attending Huntington School.
  - 2 Huntington School will admit 30 external applicant students into the sixth form each year.
  - 3 Both students on roll in Year 11 at Huntington School, and external applicants are required to apply for a place in the sixth form.
  - 4 The same entry requirements for admission to the sixth form will apply for students on roll in Year 11 at Huntington School and external applicants.
  - 5 Students will be admitted into the sixth form 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 the sixth form must achieve the necessary grades for access onto the courses they have chosen.

## C Oversubscription criteria

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 looked after by the authority;
2. Students who live within the catchment area normally served by Huntington School;
3. Students considered by Huntington School to have exceptional social or medical needs which relate to Huntington School;
4. Students with siblings at Huntington School in September 2013. 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);
5. Students who live closest to Huntington School using the nearest available safe walking route. Distances are measured from the home address to the entrance of the school using the LA's GIS mapping system.

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.

## D Appeals

Any student refused the offer of a place in the sixth form has the right of appeal to an independent appeals panel.

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## E False Information

Where the School has made the offer of a place in the sixth form on the basis of a fraudulent or intentionally misleading information, which has effectively denied a place in the sixth form to a pupil 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 second full week of the Autumn Term 2013.

## G Timetable for admission

- |   |                |
|---|----------------|
| 1. Students complete application                                  | December 2012  |
| 2. School accepts application and this is communicated to parents | December 2012  |
| 3. Application processed  | February 2013  |
| 4. GCSE results published   | August 2013    |
| 5. Admission confirmed or refused                                 | August 2013    |
| 6. Independent appeals  | September 2013 |

NB: Students can apply up to the start of the courses but it is helpful to receive early applications as above.

Address for correspondence:

Headteacher  
Huntington School  
Huntington  
York  
YO32 9WT

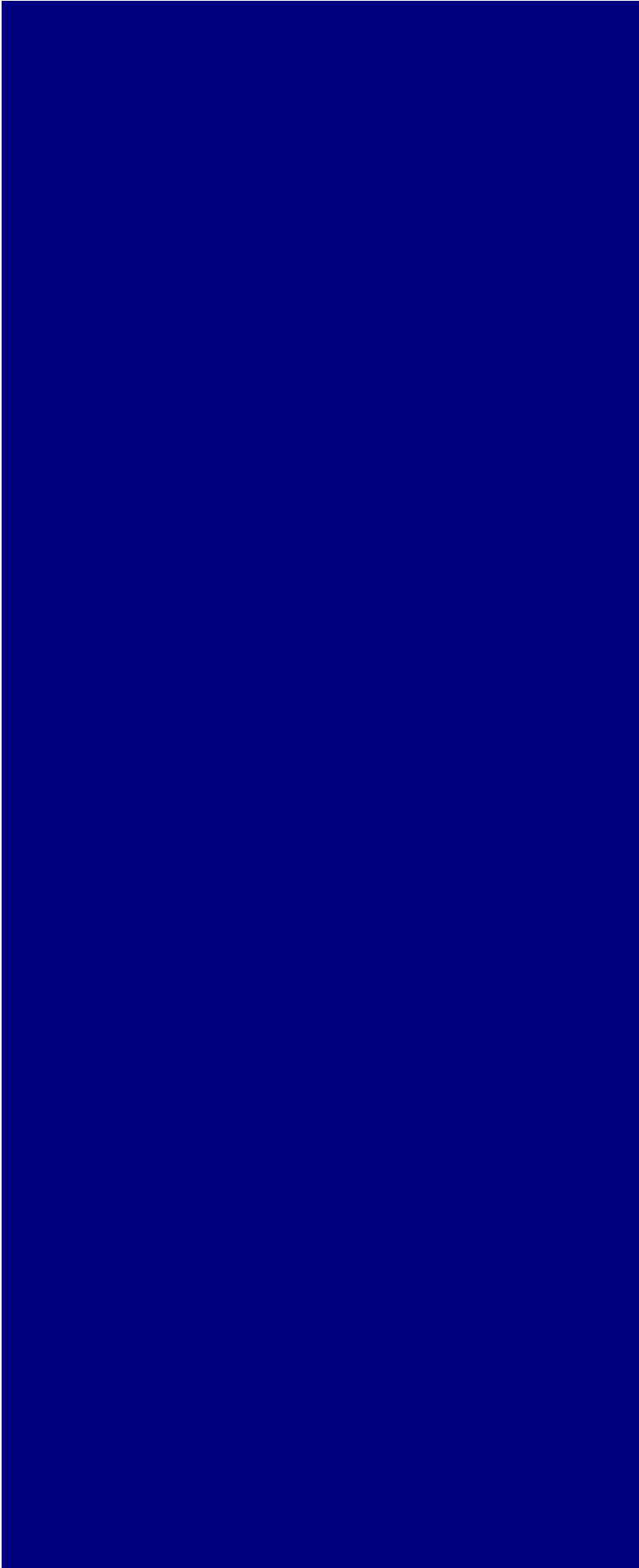
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Admission  
Arrangements  
for  
Sixth Form  
2013-2014

Joseph  
Rowntree  
School



## Introduction

- 1 The City of York Council is the Admissions Authority for Joseph Rowntree School and is therefore responsible for the admission of students into the sixth form. The City of York Council has, however, delegated the responsibility for the administration of admissions to the sixth form to the Headteacher of the school, and so any queries regarding sixth form admissions should be directed to the school.
- 2 The capacity for the sixth form is 300.

## A Admission to the sixth form

- 1 Admission to the sixth form will be from:
    - (a) students on roll in Year 11 at Joseph Rowntree School; and
    - (b) external applicant students not attending Joseph Rowntree School.
  - 2 Joseph Rowntree School will admit 40 external applicant students into the sixth form each year.
  - 3 Both students on roll in Year 11 at Joseph Rowntree School, and external applicants are required to apply for a place in the sixth form.
  - 4 The same entry requirements for admission to the sixth form will apply for students on roll in Year 11 at Joseph Rowntree School and external applicants.
  - 5 Students will be admitted into the sixth form 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 the sixth form must have a minimum average point score of 38 at GCSE. In addition students should refer to the course information for the minimum grades preferred in each subject.

## **C Oversubscription criteria**

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 looked after by the authority;
2. Students who live within the catchment area normally served by Joseph Rowntree School;
3. Students considered by Joseph Rowntree School to have exceptional social or medical needs which relate to Joseph Rowntree School;
4. Students with siblings at Joseph Rowntree School in September 2013. 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);
5. Students who live closest to Joseph Rowntree School using the nearest available safe walking route. Distances are measured from the home address to the entrance of the school using the LA's GIS mapping system.

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.

## **D Appeals**

Any student refused the offer of a place in the sixth form has the right of appeal to an independent appeals panel.

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## E False Information

Where the School has made the offer of a place in the sixth form on the basis of a fraudulent or intentionally misleading information, which has effectively denied a place in the sixth form to a pupil 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 second full week of the Autumn Term 2013.

## G Timetable for admission

- |   |                |
|---|----------------|
| 1. Students complete application                                  | December 2012  |
| 2. School accepts application and this is communicated to parents | December 2012  |
| 3. Application processed  | February 2013  |
| 4. GCSE results published   | August 2013    |
| 5. Admission confirmed or refused                                 | August 2013    |
| 6. Independent appeals  | September 2013 |

NB: Students can apply up to the start of the courses but it is helpful to receive early applications as above.

Address for correspondence:

Headteacher  
Joseph Rowntree School  
Haxby Road  
New Earswick  
York  
YO32 4BZ

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