



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

To: Councillor Brooks

Date: Tuesday, 23 February 2016

Time: 4.00 pm

Venue: The Thornton Room - Ground Floor, West Offices (G039)

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 **4.00pm on Thursday 25 February 2016**.

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

Written representations in respect of items on this agenda should be submitted to Democratic Services by **5.00pm on Friday 19 February 2016**.

1. **Declarations of Interest**

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

- any personal interests not included on the Register of Interests
- any prejudicial interests or
- any disclosable pecuniary interests

which they may have in respect of business on this agenda.

2. **Minutes**

(Pages 1 - 2)

To approve and sign the minutes of the Decision Session held on 27 March 2015.

3. **Public Participation**

At this point in the meeting members of the public who have registered their wish to speak regarding an item on the agenda or an issue within the Executive Member's remit can do so. The deadline for registering is **5:00 pm on Monday 22 February 2016**.

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The Council's protocol on Webcasting, Filming & Recording of Meetings ensures that these practices are carried out in a manner both respectful to the conduct of the meeting and all those present. It can be viewed at https://www.york.gov.uk/downloads/file/6453/protocol_for_webcasting_filming_and_recording_council_meetingspdf

4. Co-ordinated Admissions Schemes and Admission Arrangements, including Planned Admission Numbers, for the 2017/18 school year (Pages 3 - 136)

This report seeks approval of the co-ordinated schemes and admission policies for primary, junior and secondary schools for whom the City of York Council is the admissions authority for the 2017/18 school year. The report also seeks approval of the proposed school Planned Admission Numbers for each school for which the City of York Council is the admissions authority for the school year beginning in September 2017.

5. Urgent Business

Any other business which the Executive 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

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

- Registering to speak
- Business of the meeting
- Any special arrangements
- Copies of reports and
- For receiving reports in other formats

Contact details are set out above.

This information can be provided in your own language.

我們也用您們的語言提供這個信息 (Cantonese)

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

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

Bu bilgiyi kendi dilinizde almanız mümkündür. (Turkish)

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

 (01904) 551550

City of York Council

Committee Minutes

Meeting	Decision Session - Cabinet Member for Education, Children and Young People
Date	27 March 2015
Present	Councillor Looker (Cabinet Member)

5. **Declarations of Interest**

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

6. **Minutes**

Resolved: That the minutes of the Decision Session held on 18 March 2015 be confirmed and signed as a correct record.

7. **Public Participation**

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

8. **Better Play Grants and the YorPart Scheme**

The Cabinet Member considered a report that sought approval for the allocation of Better Play Grants over £5k for the period 2015-2018. The report also asked the Cabinet Member to approve the process for allocating funding under the YorPart scheme, which supported the voluntary, community and independent Youth Sector.

Better Play Grant Applications

Details were given of the proposed funding agreements over £5k which were for:

- SNAPPY
- Door 84
- The Conservation Volunteers (TCV)

Officers gave examples of the type of activities that would be funded and responded to the Cabinet Member's questions regarding the age groups for which they were targeted and how the activities linked with the "50 things to do" initiative.

The Cabinet Member expressed her support for the proposed allocations.

YorPart Process

The Cabinet Member was asked to formally adopt the approach piloted in 2014, devolving to officers the decision to award grants up to £7.5k on the advice of the Youth Sector Partnership. Officers gave details of the process and the partnership approach that had been taken.

At the request of the Cabinet Member, officers gave details of how the groups reported back on the outcomes of the funding and of the arrangements that were in place to give feedback to those organisations whose bids had not been successful regarding alternative ways forward.

The Cabinet Member stated that she was very positive about the processes that were in place and the partnership working involved.

- Resolved: (i) That the Better Play grants allocation for the period 2015-2018 be approved.
- (ii) That the partnership approach to the allocation of YorPart funding for grants of up to £7.5k for 2015/16, as set out in paragraph 12 of the report, be adopted.

Reason: To increase the wellbeing and quality of life for children and young people.

Cabinet Member

[The meeting started at 9.30 am and finished at 9.45 am].



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

23 February 2016

Report of the Director of Children’s Services, Education and Skills

**Coordinated admissions schemes and admission
arrangements including planned admission numbers for
the 2017/2018 school year**

Summary

1. This report seeks approval of the coordinated schemes and admissions policies for primary, junior and secondary schools for whom the City of York Council is the admissions authority for the 2017/18 school year.
2. It also seeks approval of the proposed school planned admission numbers for each school for whom the City of York Council is the admissions authority for the school year beginning in September 2017.

Recommendations

3. The Executive Member for Education, Children and Young People is recommended to approve:
 - the coordinated schemes and admissions policies for all City of York Council schools for the 2017/18 school year, as set out in Annexes B-J and AB-AD
 - proposed individual school maximum admission limits for the academic year beginning in September 2017, as set out in Annex A

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

Background

4. It is the duty of the admissions authority to carry out a consultation each year on admission arrangements where these have changed, or at least once every seven years. In the case of maintained

schools, the admission authority is the local authority (LA), whilst in voluntary aided or academy schools it is the governing body or academy trust of the school. Admission arrangements include the admissions policy and the planned admission number for each school.

5. Planned Admission Numbers are important because they relate to the maximum number of children it is intended to admit in the year of entry (reception in primary and infant schools, year 3 in junior schools, and year 7 in secondary schools). For year 12 entry in secondary schools, this number is the intended number of external applicants to be admitted.
6. It is also the duty of the LA to have in place coordinated admissions schemes for each coordinated year of entry. These schemes detail how and when applications can be made and coordination between admissions authorities and local authorities will take place.

Consultation

7. After an invitation from the LA, once again all admissions authorities in the LA area agreed to take part in a joint consultation to provide parents, schools and other interested parties with all admissions arrangements for 2017/18 in one place. Schools that have recently converted to academy status and are now their own admissions authority opted to take part in a joint consultation. Although coordinated by the LA, the responsibility for the formulation and determination of admission arrangements for schools that the LA is not the admissions authority for remains the responsibility of the respective governing body/academy trust.
8. The School Admissions Code of Practice that was revised in December 2014 amended the timescales for consultation, determination and adjudication of admission arrangements to earlier in the school year in order to give those adjudicating any objections greater time to consider objections before parents are due to begin applying for school places.
9. The Admissions Code now requires that where consultation takes place it must be for a minimum of six weeks (reduced from eight weeks) between 1 October and 31 January. Determination of these admission arrangements by admissions authorities must be

complete by 28 February 2016 for the school year beginning in September 2017.

10. This amended timeframe has brought forward the deadlines for consultation and determination accordingly which now means that consultation on arrangements is start to take place some 23 months before children would be due to start school.
11. Neighbouring LAs, school headteachers, governing bodies, dioceses, and those that had previously expressed a continued interest in school admissions including the Ministry of Defence Welfare Team and YREN (York Racial Equality Network) were sent details of the consultation. The views of residents and parent/carers were also sought and 35 residents responded.
12. The consultation ran from 22 October 2015 until 15 December 2015 and included all admission arrangements for schools in the LA area for the 2017/2018 school year, as well as for the first time a formal In Year Admissions Policy and Coordinated Scheme, and an all-admission authority policy on the Delayed and Deferred Admission to Primary School that applies to summer born children.

Options

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

Analysis

14. The LA has consulted with relevant admissions authorities on the proposed admissions arrangements for the 2017/18 school year. The City of York's proposed coordinated schemes and admissions policies are set out in Annexes B–J. Policies for voluntary aided and academy schools are contained in annexes K–Y. Year 12 admissions policies are contained in annexes Z–AD.
15. The coordinated schemes are applicable to all maintained schools in York including community, voluntary controlled, voluntary aided and academy schools.

16. The City of York admissions policy for each year of entry is applicable to all schools for which the LA is the admissions authority; this includes all community and voluntary controlled schools. Voluntary aided and academy schools operate their own admissions policies, though those of schools that have recently become their own admissions authorities are almost identical to the admissions policies for community and voluntary controlled schools. The LA assists in the formulation and maintenance of these other policies each year whilst these schools maintain their wish for the similarity of these policies to the LA's own policies.
17. The need for and inclusion of a formal in year admissions policy and scheme that has been consulted on for the first time this year reflects the increase in the number of applications now received by the School Services team for in year school places and the need for clarity around in year admissions procedures for parents and carers.
18. The Admissions Policy on the Delayed and Deferred Admission to Primary School has been authored by the LA on behalf of all 13 primary admissions authorities in the LA area. It was written with the aim of ensuring that requests for summer born children to defer their entry into the Reception year to the following school year is in line with recent guidance from the Department of Education, and also clear to parent/carers and all schools and admissions authorities when considering such requests.
19. The following general principles should apply when considering increases in planned admission numbers:
 - a) The school should have enough physical space to accommodate a full complement of children in each year group, based on the proposed number (or agreement from the LA to provide additional space). Alternatively, there must be firm capital project plans in place to provide any additional accommodation required and the required funding must be secure.
 - b) The increase should form part of the agreed place planning strategy for the area. This means that there should be sufficient demand from within the school's catchment area (if applicable), or from across the wider community, to limit the risk of drawing increased numbers of pupils away from other schools.

- c) The proposed number should enable relatively straightforward organisation of classes, bearing in mind the infant class size limit of 30 children per fully qualified teacher for reception, year 1 and year 2 pupils.
20. The following general principles should apply when considering decreases in planned admission numbers:
- a) The school must still be able to accommodate demand from within their local area (catchment area for community and voluntary controlled schools, parish or priority zone for voluntary aided or academy schools).
- b) The requested admission number should enable or facilitate relatively straightforward organisation of classes, bearing in mind the infant class size limit of 30 children per fully qualified teacher for reception, year 1 and year 2 pupils.
21. Based on these principles, school planning and admissions officers propose, following detailed investigation of potential implications, the following changes to school planned admission numbers:

School	Proposal	Recommendation	Reason
Fulford Secondary (Community)	Increase from 220 to 240	Approve	To accommodate additional catchment demand.
Rufforth Primary (Community)	Increase from 12 to 14	Approve	To accommodate additional demand across the area.
St Paul's CE Primary (VC)	Increase from 25 to 27	Approve	To accommodate additional catchment demand.
Stockton on The Forest Primary (Community)	Increase from 12 to 15	Approve	To accommodate additional catchment demand.

Analysis

Fulford Secondary – increase PAN from 220 to 240

22. The school benefitted from a major expansion in 15/16. This increase in PAN reflects the new physical capacity of the school and will allow it to accommodate greater demand from within catchment. Demand for Y7 places at the school continues to rise.

Rufforth Primary School – increase PAN from 12 to 14

23. This increase has been proposed by the school due to the benefit on class organisation and greater funding that additional pupils will bring. The school have requested an increase several times in previous consultations; increases have been rejected in previous years due to the potential impact on other primary schools serving the West of the city, mainly Carr Infant school.
24. However, the situation now is that demand for Reception places across the West is high enough that additional capacity at Rufforth Primary will aid the LA in ensuring all requests for places are fulfilled across the area. Impact at Carr Infant school is expected to be negligible - early indications are that Carr Infant has 87 Sept 2016 1st preferences for 90 places available. The school has the physical capacity to accommodate 14 children in each year group. It is therefore recommended that the request from the school to increase their PAN to 14 is agreed.

St Paul's CE Primary – increase PAN from 25 to 27

25. This increase has been proposed by the school. The school is popular and oversubscribed every year, and the school feel that higher intakes will help ease budget pressures. St Paul's Primary are able to physically accommodate 27 pupils in each year group and, given the level of demand for primary places across the West of the city, this increase would aid the LA in ensuring all requests for places are met. The increasing demand for primary places in the West of the city means that there will be no or minimal impact on Poppleton Road Primary, the nearest neighbouring school. It is therefore recommended that the request from the school to increase their PAN to 27 is agreed.

Stockton on the Forest Primary – increase PAN from 12 to 15

26. This increase has been proposed by the school. The school feel that higher intakes will ease budget pressures, and have the physical capacity to accommodate additional pupils. Projected pupil numbers show increases in demand for Reception places up to around 19 or 20 over the next 5 years. An initial increase of PAN to 15 is therefore recommended for approval, as it will aid the LA in ensuring all requests for places are fulfilled.

VA and Academy proposals

27. The following changes in planned admission number have been proposed by voluntary aided and academy schools, who are their own admissions authorities.

School	Proposal
Haxby Road Primary Academy	Increase PAN from 30 to 45

Analysis – Haxby Road Primary Academy

28. The Academy had informed the LA at the start of the consultation process to a change of planned admission number from 30 to 45. Whilst demand for places at the school is currently above the existing PAN, demand is not currently at the 1.5FE level (there were 34 allocations in Sept 15) and is not predicted to rise to this level for some time. There may be some negative impact on neighbouring schools as a result (Yearsley Grove Primary).
29. The consultation response of Burton Green Primary School was opposed to this change, noting “Haxby Road’s increase in numbers to 45 [are] objected to as currently place planning [has] over capacity in neighbouring Clifton”. This comment has been passed on to the Academy for their consideration.

Council Plan

30. **Prosperous City for all** – the setting of appropriate planned admission numbers forms an integral part of the LA’s effective planning as well as providing enough high quality school places within city helping lay the foundations for the local economy.

31. **A council that listens to residents** – the comments and input sought in this consultation from residents, governing bodies and other consultees were supportive of these arrangements.
32. **A focus on frontline services** – providing sufficient school places as well as fair and clear admissions policies gives residents clarity in regard to school admissions.

Implications

Financial

33. There are no direct financial implications for schools or the LA resulting from determination of planned admission numbers for September 2017.

Legal

34. Section 142 of the Schools Standards and Framework Act (SSFA) 1998 requires schools to have an admission limit for each 'relevant age group'.
35. The Education (Determination of Admission Arrangements) Regulations 1999 (SI 1999/126) as amended by SI 2002/2896, SI 2007/194, SI 2012/8 and SI 2014/2886 states that admissions authorities must have regard to the capacity assessment of the school when setting planned admission numbers.
36. 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.
37. 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.
38. 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, SI 2012/8 and SI 2014/2886.

Other Implications

39. There are no HR, equalities, crime & disorder, information technology or property implications arising from this report.

Risk Management

40. No direct implications.

Contact Details

Authors:	Chief Officer Responsible for the report:		
Tom Chamberlain School Services Manager Children's Services, Education and Skills 01904 554239	Jon Stonehouse Director of Children's Services, Education and Skills		
Jake Wood School Planning Manager Children's Services, Education and Skills 01904 554171	Report approved	√	Date 15.02.16
Specialist Implications Officer(s) Legal: Peter Cairns Employment / Education Lawyer 01904 551095			
Wards Affected:			All ✓
For further information please contact the author of the report			

Background Papers

None

Annexes

Annex A	2017/18 Proposed Published Admission Numbers
Annex B	2017/18 Coordinated admissions scheme – applying to start infant or primary school
Annex C	2017/18 Coordinated admissions scheme – applying to start junior school
Annex D	2017/18 Coordinated admissions scheme – applying to start secondary school
Annex E	2017/18 Coordinated admissions scheme – in year applications for a school place
Annex F	2017/18 Admissions policy – City of York Council community and voluntary controlled infant and primary schools
Annex G	2017/18 Admissions policy – City of York Council community and voluntary controlled junior schools
Annex H	2017/18 Admissions policy – City of York Council community and voluntary controlled secondary schools - in year applications for a school place
Annex I	2017/18 Admissions policy – delayed and deferred admission to primary school
Annex J	2017/18 Admissions policy – City of York Council community and voluntary controlled secondary schools
Annex K	2017/18 Admissions policy – Haxby Road Primary Academy (<i>available on-line only*</i>)
Annex L	2017/18 Admissions policy – Heworth CE Aided Primary School (<i>available on-line only*</i>)
Annex M	2017/18 Admissions policy – Huntington Primary Academy(<i>available on-line only*</i>)
Annex N	2017/18 Admissions policy – New Earswick Aided Primary School (<i>available on-line only*</i>)
Annex O	2017/18 Admissions policy – Our Lady Queen of Martyrs RC Aided Primary School (<i>available on-line only*</i>)
Annex P	2017/18 Admissions policy – Poppleton Ousebank Primary Academy (<i>available on-line only*</i>)

Annex Q	2017/18 Admissions policy – Robert Wilkinson Primary Academy (<i>available on-line only*</i>)
Annex R	2017/18 Admissions policy – St Aelred’s RC Aided Primary School (<i>available on-line only*</i>)
Annex S	2017/18 Admissions policy – St George’s RC Aided Primary School (<i>available on-line only*</i>)
Annex T	2017/18 Admissions policy – St Lawrence’s CE Aided Primary School (<i>available on-line only*</i>)
Annex U	2017/18 Admissions policy – St Wilfrid’s RC Aided Primary School (<i>available on-line only*</i>)
Annex V	2017/18 Admissions policy – Wheldrake with Thorganby CE Aided Primary School (<i>available on-line only*</i>)
Annex W	2017/18 Admissions policy for Year 7 entry – All Saints RC Aided School (<i>available on-line only*</i>)
Annex X	2017/18 Admissions policy for Year 7 entry – Archbishop Holgate’s CE Academy (<i>available on-line only*</i>)
Annex Y	2017/18 Admissions policy for Year 7 entry – Manor CE Academy (<i>available on-line only*</i>)
Annex Z	2017/18 Admissions policy for Year 12 entry – All Saints RC Aided School (<i>available on-line only*</i>)
Annex AA	2017/18 Admissions policy for Year 12 entry – Archbishop Holgate’s CE Academy (<i>available on-line only*</i>)
Annex AB	2017/18 Admissions policy for Year 12 entry – Fulford School (<i>available on-line only*</i>)
Annex AC	2017/18 Admissions policy for Year 12 entry – Huntington School (<i>available on-line only*</i>)
Annex AD	2017/18 Admissions policy for Year 12 entry – The Joseph Rowntree School (<i>available on-line only*</i>)

*paper copies of these annexes are available on request from the Democracy Officer for this meeting

Abbreviations:

LA	Local Authority
PAN	Planned Admission Number
SI	Statutory Instrument
SSFA	School Standards and Framework Act
Y	Year

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SECTION 1: CIA SUMMARY
Community Impact Assessment: Summary
1. Name of service, policy, function or criteria being assessed:

Coordinated admissions schemes and admission arrangements including planned admission numbers for the 2017/2018 school year

2. What are the main objectives or aims of the service/policy/function/criteria?

To seek permission from the Executive Member for Education, Children and Young People for the admissions policies and planned admission numbers for community and voluntary controlled schools for the school year starting in September 2017.

3. Name and Job Title of person completing assessment:

Tom Chamberlain – School Services Manager

4. Have any impacts been Identified?

Yes

Community of Identity affected:

Age

Summary of impact:

Positive: Clarity around the procedure for 'summer born' children to start school at the time best for their development, representing a clear and consistent policy for residents.

5. Date CIA completed: 20 January 2016
6. Signed off by: Jon Stonehouse

7. I am satisfied that this service/policy/function has been successfully impact assessed.

Name: Jon Stonehouse

Position: Director of Children Services, Education and Skills

Date: 20.1.2016

**8. Decision-making body:
Executive Member for
Education, Children and
Young People**

**Date:
23 February
2016**

**Decision Details:
Recommendation to approve
the proposed admission
arrangements for the school
year starting in September
2017.**

Send the completed signed off document to ciasubmission@york.gov.uk It will

**be published on the intranet, as well as on the council website.
Actions arising from the Assessments will be logged on Verto and progress updates will be required**

Community Impact Assessment (CIA)

Community Impact Assessment Title:

Coordinated admissions schemes and admission arrangements including planned admission numbers for the 2017/2018 school year

What evidence is available to suggest that the proposed service, policy, function or criteria could have a negative (N), positive (P) or no (None) effect on quality of life outcomes? (Refer to guidance for further details)

Can negative impacts be justified? **For example: improving community cohesion; complying with other legislation or enforcement duties; taking positive action to address imbalances or under-representation; needing to target a particular community or group e.g. older people.** NB. Lack of financial resources alone is NOT justification!

Community of Identity: Age

Evidence	Quality of Life Indicators	Customer Impact (N/P/None)	Staff Impact (N/P/None)
Research on the development of 'summer born' children. Guidance from the Department for Education on school admission requests from the parent/carers of 'summer born' children.	Education	P	None
Details of Impact	<i>Can negative impacts be justified?</i>	Reason/Action	Lead Officer
			Completion Date

<p>The admissions policy on delayed and deferred admission to primary school makes clear the options for 'summer born' children to start school at the time best for their development, allowing parent/carers to clearly set out their reasons for requesting a deferment to a later school year, whilst retaining consultation with schools in the best interests of the child. Given all primary admissions authorities in the Local Authority area have signed up to this policy, this represents a clear and consistent policy for residents.</p>	N/A	N/A	N/A	N/A
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Community of Identity: Carers of Disabled People

Evidence		Quality of Life Indicators	Customer Impact (N/P/None)	Staff Impact (N/P/None)
Details of Impact	<i>Can negative impacts be justified?</i>	Reason/Action	Lead Officer	Completion Date

Community of Identity: Disability

Evidence		Quality of Life Indicators	Customer Impact (N/P/None)	Staff Impact (N/P/None)
Details of Impact	<i>Can negative impacts be justified?</i>	Reason/Action	Lead Officer	Completion Date

Community of Identity: Gender

Evidence		Quality of Life Indicators	Customer Impact (N/P/None)	Staff Impact (N/P/None)
Details of Impact	<i>Can negative impacts be justified?</i>	Reason/Action	Lead Officer	Completion Date

Community of Identity: Gender Reassignment

Evidence		Quality of Life Indicators	Customer Impact (N/P/None)	Staff Impact (N/P/None)
			None	
Details of Impact	<i>Can negative impacts be justified?</i>	Reason/Action	Lead Officer	Completion Date

Community of Identity: Marriage & Civil Partnership

Evidence		Quality of Life Indicators	Customer Impact (N/P/None)	Staff Impact (N/P/None)
			None	
Details of Impact	<i>Can negative impacts be justified?</i>	Reason/Action	Lead Officer	Completion Date

Community of Identity: Pregnancy / Maternity

Evidence		Quality of Life Indicators	Customer Impact (N/P/None)	Staff Impact (N/P/None)
Details of Impact	<i>Can negative impacts be justified?</i>	Reason/Action	Lead Officer	Completion Date

Community of Identity: Race

Evidence		Quality of Life Indicators	Customer Impact (N/P/None)	Staff Impact (N/P/None)
Details of Impact	<i>Can negative impacts be justified?</i>	Reason/Action	Lead Officer	Completion Date

Community of Identity: Religion / Spirituality / Belief

Evidence		Quality of Life Indicators	Customer Impact (N/P/None)	Staff Impact (N/P/None)
Details of Impact	<i>Can negative impacts be justified?</i>	Reason/Action	Lead Officer	Completion Date

Community of Identity: Sexual Orientation

Evidence		Quality of Life Indicators	Customer Impact (N/P/None)	Staff Impact (N/P/None)
Details of Impact	<i>Can negative impacts be justified?</i>	Reason/Action	Lead Officer	Completion Date

Reception Published Admission Number			
Community and Voluntary Controlled Primary and Infant Schools	Current (Sept 15)	Agreed (Sept 16)	Proposed (Sept 17)
2000	45	45	45
2431	30	30	30
2386	60	60	60
2024	30	30	30
2003	90	90	90
2018	60	60	60
2430	90	90	90
2013	60	60	60
2007	45	45	45
3151	30	30	30
3152	20	20	20
2008	45	45	45
2241	45	45	45
2001	60	60	60
2028	45	45	45
2011	60	60	60
2428	60	60	60
3158	30	30	30
3159	12	12	12
2176	60	60	60
2012	40	40	40
2014	60	60	60
2058	50	50	50
2349	12	12	12
2016	45	45	45
2169	20	20	20
3002	20	30	30
3222	15	15	15
3156	42	45	45
3003	25	25	25
2227	12	12	12
2429	30	30	30
2017	90	90	90
2240	40	40	40
2027	60	60	60
2015	60	60	60
Voluntary Aided Primary Schools and Academies			
2009	30	30	45
3302	20	20	20
2180	60	60	60
3901	30	30	30
3904	60	60	60
2029	60	60	60
3212	75	85	85
3401	30	30	30
3402	30	30	30
3305	30	30	30
3403	40	40	40
3380	30	30	30
Total Reception places available	2093	2116	2131

Year 3 Published Admission Number			
Community and Voluntary Controlled Junior Schools	Current (Sept 15)	Agreed (Sept 16)	Proposed (Sept 17)
2002	90	90	90
3229	60	60	60
Total Year 3 places available	150	150	150

Year 7 Published Admission Number			
Community and Voluntary Controlled Secondary Schools	Current (Sept 15)	Agreed (Sept 16)	Proposed (Sept 17)
4063	239	239	239
4003	190	190	190
4153	208	220	240
4229	204	204	204
4508	220	220	220
4703	180	180	180
Voluntary Aided Secondary Schools and Academies			
4500	216	216	216
4602	200	220	220
4702	178	178	178
Total Year 7 places available	1835	1867	1887

Year 12 Published Admission Number			
School / Academy	Current (Sept 15)	Agreed (Sept 16)	Proposed (Sept 17)
4063	30	30	30
4153	35	35	35
4500	40	40	40
4508	60	30	30
4702	35	35	35
Total Year 12 places available	200	170	170

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Primary and Infant Schools in the City of York Local Authority area

Coordinated Admissions Scheme

Reception entry

2017 – 2018

A Introduction

- 1 This coordinated scheme provides a framework for a fair and open way of determining applications to start primary or infant school in September 2017.
- 2 This scheme complies with the requirements of the School Admissions Code 2014 and all current legislation regarding school admissions.
- 3 This scheme is reviewed each year and subject to a period of consultation amongst schools, governing bodies, admissions authorities, neighbouring local authorities, parent/carers and other interested parties. It is considered within this consultation alongside the admission arrangements of all state-funded schools within the City of York area.
- 4 This scheme applies to all state-funded primary and infant schools in the City of York area who admit children at the start of Reception as the normal year of entry. It aims to ensure that within the operation of an equal preference system:
 - a) each applicant only receives one offer of a school place;
 - b) each applicant is offered the highest ranked preference school that is available; and
 - c) a single offer is made for all applicants on the same day.
- 5 This scheme applies to applications within the primary admissions round, that is when applying for a place in Reception as the normal year of entry to start primary or infant school for the first time. It does not apply to 'in-year' applications for a place at primary or infant school. In-year admissions are those that are made either during the school year, or for admission into year groups other than the normal year of entry. More information on in-year admissions can be found in the City of York In-Year Admissions Policy.

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

B Making Applications

- 1 There will be a standard form known as the 'School admissions application for Primary School in September 2017' ('the form').
- 2 The form will be used for the purpose of admitting children into the first year of primary education by making one single application.
- 3 The form must be used as a means of expressing one or more preferences by applicants who are parent/carers resident in the City of York Local Authority (LA) area wishing to express a preference for their child:
 - a) to be admitted to a school within the LA area (including Voluntary Aided Schools and Academies); and/or
 - b) to be admitted to a school located in another LA area (including Voluntary Aided Schools and Academies).
- 4 Applicants resident in other Local Authority areas should apply to the Local Authority in which they are resident and consult the coordinated admissions scheme for that Local Authority area.
- 5 The form will invite applicants to –
 - a) express in rank order up to five preferences, including Voluntary Aided schools, Academies and schools outside the City of York area;
 - b) give their reasons for their preference(s); and
 - c) provide details of their child's home address which should be the address at which the child is ordinarily resident. Further information on the address can be found in the [Guide for Parents](#).

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

- 10 The closing date for applications is 15 January 2017. Completed forms must be returned to the LA including those applicants who indicate a school outside the City of York area. Completed forms can be returned to the LA via City of York infant or primary schools. Online applications must be submitted on or before the closing date for applications.

C Late Applications

- 1 Applications received after the closing date may be treated as 'late' applications by the coordinating LA and/or the admissions authority.
- 2 Admission Authorities may decide to accept late applications and treat them as 'on-time' applications if this is accompanied by a satisfactory reason provided at the time of application.
- 3 Late applications received between the closing date for applications and the date places are offered may be applied a lower priority when determining to whom places can be offered.
- 4 Late applications received after the offer day, but before the start of the school year will be coordinated using the same arrangements and criteria as 'on-time' applications, although the availability of places will depend on where places are still available as well as the preferences of applicants.
- 5 Late applications received after the first day of the school year will be considered as 'in-year' applications, although these preferences, if unsuccessful, will be held on a waiting list until the end of the first term in line with 'on-time' applications as set out in Section G of this scheme.

D Coordinating Applications

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

E Decisions on Applications

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

F Offers

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

Where the child is eligible for a place at two or more of the nominated

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

- 2 Each applicant will receive no more than one offer of a school place. A place will be offered at the highest ranking school named as a preference for which they are eligible for a place.
- 3 The LA, as the coordinating Local Authority for all applicants resident in the City of York area, will offer school places on behalf of all admission authorities operating within the coordinated scheme.
- 4 The LA will provide all City of York primary and infant schools with a provisional list of the children to be offered a place at their schools before the date on which offers are made. This list may be amended by the LA at a later date. Schools should not contact parent/carers until after offers have been made by the LA.
- 5 Offers will be made on 18 April 2017.
- 6 If a place cannot be offered at a school named as a preference, a place will be offered at an alternative school where places are still available. This will be after all those preferencing a school have first been allocated a place. This may be a school some distance from the home address of the applicant.
- 7 No places will be held in reserve for any school.

G Waiting Lists

- 1 A waiting list will be compiled for all oversubscribed schools and kept until at least 31 December 2017.

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

H Appeals

- 1 Where an applicant has been refused a place at a school of their preference, the applicant will be offered the statutory right of appeal against the decision of the admissions authority for the preference school.

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

I

Timetable

by 12 September 2016	Guide for Parents published online at www.york.gov.uk/guideforparents
by 12 September 2016	Opening date for applications. 'School admissions application for Primary School in September 2017' form made available and online applications start to be accepted at www.york.gov.uk/schooladmissions

by 18 November 2016	Letter to parent/carers resident in the LA area with children due to start Reception in September 2017 informing parent/carers that applications should be made online by 15 January 2017. Parent/carers without access to the internet will be informed they should contact School Services for a paper copy of the 'School admissions application for Primary School in September 2017' form.
15 January 2017	Closing date for 'on-time' applications (both online and by paper 'School admissions application for Primary School in September 2017' form)
from 16 January 2017	Applications received may be treated as 'late'
by 23 January 2017	Communicate the total number of first preferences expressed to each City of York primary and infant school
by 27 January 2017	Receive information about applicants resident outside the City of York area expressing preferences for schools within the City of York area from other Local Authorities
by 27 January 2017	Provide information about applicants resident in the City of York area expressing preferences for schools outside the City of York area to other Local Authorities for their consideration.
by 03 February 2017	Provide details of all preferences expressed for Voluntary Aided and Academy schools within the City of York area to those schools for their consideration
by 24 February 2017	Receive completed ranked lists of all preferences from Voluntary Aided and Academy schools within the City of York area
by 10 March 2017	First exchange of information, including to whom offers can be made, to other coordinating Local Authorities for applicants resident outside the City of York area

by 10 March 2017	First exchange of information, including to whom offers can be made, from other coordinating Local Authorities for applicants resident in the City of York area
by 24 March 2017	Final exchange of information, including to whom offers can be made, to other coordinating Local Authorities for applicants resident outside the City of York area
by 24 March 2017	Final exchange of information, including to whom offers can be made, from other coordinating Local Authorities for applicants resident in the City of York area
by 07 April 2017	Provide all City of York primary and infant schools with a provisional list of the children to be offered a place at their schools.
18 April 2017	Offers made to City of York resident applicants by email and/or by letter
25 April 2017 – 31 August 2017	Communicate adjustments to allocations to schools and other admission authorities
19 May 2017	Deadline for return of appeal papers for 'on-time' applicants
05 June 2017 – 26 July 2017	Admission appeals for 'on-time' applicants
September 2017	Start of the school year
31 December 2017	Earliest date waiting lists may close – the exact date for each admission authority may vary according to their admission arrangements.

J Contact details for correspondence

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

K City of York Primary and Infant Schools

Acomb Primary (Community, 5-11)
Badger Hill Primary (Community, 5-11)
Bishopthorpe Infant (Community, 5-7)
Burton Green Primary (Community, 5-11)
Carr Infant (Community, 5-7)
Clifton Green Primary (Community, 5-11)
Clifton with Rawcliffe Primary (Community, 5-11)
Copmanthorpe Primary (Community, 5-11)
Dringhouses Primary (Community, 5-11)
Dunnington CE Primary (Voluntary Controlled, 5-11)
Elvington CE Primary (Voluntary Controlled, 5-11)
Fishergate Primary (Community, 5-11)
Haxby Road Primary Academy (Academy, 5-11)
Headlands Primary (Community, 5-11)
Hempland Primary (Community, 5-11)
Heworth CE Primary (Voluntary Aided, 5-11)
Hob Moor Community Primary (Community, 5-11)
Huntington Primary (Academy, 5-11)
Knavesmire Primary (Community, 5-11)
Lakeside Primary (Community, 5-11)
Lord Deramore's CE Primary (Voluntary Controlled, 5-11)

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

[View school contact details](#)

Junior Schools in the City of York Local Authority area

Coordinated Admissions Scheme

Year 3 entry

2017 – 2018

A Introduction

- 1 This coordinated scheme provides a framework for a fair and open way of determining applications to start junior school in September 2017.
- 2 This scheme complies with the requirements of the School Admissions Code 2014 and all current legislation regarding school admissions.
- 3 This scheme is reviewed each year and subject to a period of consultation amongst schools, governing bodies, admissions authorities, neighbouring local authorities, parent/carers and other interested parties. It is considered within this consultation alongside the admission arrangements of all state-funded schools within the City of York area.
- 4 This scheme applies to all state-funded junior schools in the City of York area who admit pupils at the start of Year 3 as the normal year of entry. It aims to ensure that within the operation of an equal preference system:
 - a) each applicant only receives one offer of a school place;
 - b) each applicant is offered the highest ranked preference school that is available; and
 - c) a single offer is made for all applicants on the same day.
- 5 This scheme applies to applications within the junior admissions round, that is when applying for a place in Year 3 as the normal year of entry to start junior school for the first time. It does not apply to 'in-year' applications for a place at junior or primary school. In-year admissions are those that are made either during the school year, or for admission into year groups other than the normal year of entry. More information on in-year admissions can be found in the City of York In-Year Admissions Policy.

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

B Making Applications

- 1 There will be a standard form known as a 'School admissions application for Junior School in September 2017', ('the form').
- 2 The form will be used for the purpose of admitting pupils into the first year of junior education by making one single application.
- 3 The form must be used as a means of expressing one or more preferences by applicants who are parent/carers resident in the City of York Local Authority (LA) area wishing to express a preference for their child:
 - a) to be admitted to a school within the LA area (including Voluntary Aided Schools and Academies); and/or
 - b) to be admitted to a school located in another LA area (including Voluntary Aided Schools and Academies).
- 4 Applicants resident in other Local Authority areas should apply to the Local Authority in which they are resident and consult the coordinated admissions scheme for that Local Authority area.
- 5 The form will invite applicants to –
 - a) express in rank order up to five preferences, including Voluntary Aided schools, Academies and schools outside the City of York area;
 - b) give their reasons for their preference(s); and
 - c) provide details of their child's home address which should be the address at which the child is ordinarily resident. Further information on the address can be found in the [Guide for Parents](#).

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

- 10 The closing date for applications is 15 January 2017. Completed forms must be returned to the LA including those applicants who indicate a school outside the City of York area. Completed forms can be returned to the LA via City of York infant or primary schools. Online applications must be submitted on or before the closing date for applications.

C Late Applications

- 1 Applications received after the closing date may be treated as 'late' applications by the coordinating LA and/or the admissions authority.
- 2 Admission Authorities may decide to accept late applications and treat them as 'on-time' applications if this is accompanied by a satisfactory reason provided at the time of application.
- 3 Late applications received between the closing date for applications and the date places are offered may be applied a lower priority when determining to whom places can be offered.
- 4 Late applications received after the offer day, but before the start of the school year will be coordinated using the same arrangements and criteria as 'on-time' applications, although the availability of places will depend on where places are still available as well as the preferences of applicants.
- 5 Late applications received after the first day of the school year will be considered as 'in-year' applications, although these preferences, if unsuccessful, will be held on a waiting list until the end of the first term in line with 'on-time' applications as set out in Section G of this scheme.

D Coordinating Applications

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

E Decisions on Applications

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

F Offers

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

Where the pupil is eligible for a place at two or more of the nominated

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

- 2 Each applicant will receive no more than one offer of a school place. A place will be offered at the highest ranking school named as a preference for which they are eligible for a place.
- 3 The LA, as the coordinating Local Authority for all applicants resident in the City of York area, will offer school places on behalf of all admission authorities operating within the coordinated scheme.
- 4 The LA will provide all City of York junior schools with a provisional list of the pupils to be offered a place at their schools before the date on which offers are made. This list may be amended by the LA at a later date. Schools should not contact parent/carers until after offers have been made by the LA.
- 5 Offers will be made on 18 April 2017.
- 6 If a place cannot be offered at a school named as a preference, a place will be offered at an alternative school where places are still available. This will be after all those preferencing a school have first been allocated a place. This may be a school some distance from the home address of the applicant.
- 7 No places will be held in reserve for any school.
- 8 Offers will be made to all City of York pupils even if parent/carers have not applied for a school place as the LA has a responsibility to ensure a school places is available for every pupil. Offers will not be made where a parent/carer has informed the LA that they intend to either continue or start to –
 - a) educate their child at home; or
 - b) educate their child at an independent school.

G Waiting Lists

- 1 A waiting list will be compiled for all oversubscribed schools and kept until at least 31 December 2017.
- 2 Each waiting list will contain all the unsuccessful preferences, whether from 'on-time' or 'late' applications, and ranked in accordance with the relevant oversubscription criteria for that school according to the applicants current circumstances.
- 3 Applicants may request to be added to a waiting list for a school, even if they did not originally express a preference for that school. Requests should be provided in writing from the original applicant to the admissions authority for the school.
- 4 Each additional applicant, or change in circumstances of an applicant, will require the waiting list to be reordered in accordance with the relevant oversubscription criteria for that school.
- 5 The admissions authority for each school shall, should a place become available whilst the waiting list is in operation, make available a place to the applicant on the top of the waiting list on the day the place became available.
- 6 The LA shall, as the coordinating Local Authority, oversee these waiting lists in partnership with schools that are their own admissions authority and other Local Authorities. The LA requires other admission authorities to inform the LA when places may become available, so that a coordinated offer may be made by the LA on behalf of all schools within this coordinated scheme, and to ensure that each pupil is only allocated one school place.

H Appeals

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

I

Timetable

by 12 September 2016	Guide for Parents published online at www.york.gov.uk/guideforparents
by 12 September 2016	Opening date for applications. 'School admissions application for Junior School in September 2017' form made available and online applications start to be accepted at www.york.gov.uk/schooladmissions
by 18 November 2016	Letter to parent/carers of Year 2 pupils in City of York infant schools informing parent/carers that applications should be made online by 15 January 2017. Parent/carers without access to the internet will be informed they should contact the School Services team for a paper copy of the 'School admissions application for Junior School in September 2017' form.
15 January 2017	Closing date for 'on-time' applications (both online and by paper 'School admissions application for Junior School in September 2017' form)
from 16 January 2017	Applications received may be treated as 'late'
by 23 January 2017	Communicate the total number of first preferences expressed to each City of York junior school
by 27 January 2017	Receive information about applicants resident outside the City of York area expressing preferences for schools within the City of York area from other Local Authorities
by 27 January 2017	Provide information about applicants resident in the City of York area expressing preferences for schools outside the City of York area to other Local Authorities for their consideration.
by 03 February 2017	Provide details of all preferences expressed for Voluntary Aided and Academy schools within the

	City of York area to those schools for their consideration
by 24 February 2017	Receive completed ranked lists of all preferences from Voluntary Aided and Academy schools within the City of York area
by 10 March 2017	First exchange of information, including to whom offers can be made, to other coordinating Local Authorities for applicants resident outside the City of York area
by 10 March 2017	First exchange of information, including to whom offers can be made, from other coordinating Local Authorities for applicants resident in the City of York area
by 24 March 2017	Final exchange of information, including to whom offers can be made, to other coordinating Local Authorities for applicants resident outside the City of York area
by 24 March 2017	Final exchange of information, including to whom offers can be made, from other coordinating Local Authorities for applicants resident in the City of York area
by 07 April 2017	Provide all City of York junior schools with a provisional list of the pupils to be offered a place at their schools.
18 April 2017	Offers made to City of York resident applicants by email and/or by letter
25 April 2017 – 31 August 2017	Communicate adjustments to allocations to schools and other admission authorities
19 May 2017	Deadline for return of appeal papers for 'on-time' applicants
05 June 2017 – 26 July 2017	Admission appeals for 'on-time' applicants
September 2017	Start of the school year
31 December 2017	Earliest date waiting lists may close – the exact date for each admission authority may vary according to their admission arrangements.

J Contact details for correspondence

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

K City of York Junior Schools

Archbishop of York's CE Junior (Voluntary Controlled, 7-11)
Carr Junior (Community, 7-11)

[View school contact details](#)

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Secondary Schools in the City of York Local Authority area

Coordinated Admissions Scheme

Year 7 entry

2017 – 2018



CITY OF
YORK
COUNCIL

A Introduction

- 1 This coordinated scheme provides a framework for a fair and open way of determining applications to start secondary school in September 2017.
- 2 This scheme complies with the requirements of the School Admissions Code 2014 and all current legislation regarding school admissions.
- 3 This scheme is reviewed each year and subject to a period of consultation amongst schools, governing bodies, admissions authorities, neighbouring local authorities, parent/carers and other interested parties. It is considered within this consultation alongside the admission arrangements of all state-funded schools within the City of York area.
- 4 This scheme applies to all state-funded secondary schools in the City of York area who admit pupils at the start of Year 7 as the normal year of entry. It aims to ensure that within the operation of an equal preference system:
 - a) each applicant only receives one offer of a school place;
 - b) each applicant is offered the highest ranked preference school that is available; and
 - c) a single offer is made for all applicants on the same day.
- 5 This scheme applies to applications within the secondary admissions round, that is when applying for a place in Year 7 as the normal year of entry to start secondary school for the first time. It does not apply to 'in-year' applications for a place at secondary school. In-year admissions are those that are made either during the school year, or for admission into year groups other than the normal year of entry. More information on in-year admissions can be found in the City of York In-Year Admissions Policy.

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

B Making Applications

- 1 There will be a standard application form known as a 'School admissions application for Secondary School in September 2017', ('the form').
- 2 The form will be used for the purpose of admitting pupils into the first year of secondary education by making one single application.
- 3 The form must be used as a means of expressing one or more preferences by applicants who are parent/carers resident in the City of York Local Authority (LA) area wishing to express a preference for their child:
- a) to be admitted to a school within the LA area (including Voluntary Aided Schools and Academies); and/or
 - b) to be admitted to a school located in another LA area (including Voluntary Aided Schools and Academies).
- 4 Applicants resident in other Local Authority areas should apply to the Local Authority in which they are resident and consult the coordinated admissions scheme for that Local Authority area.
- 5 The form will invite applicants to –
- a) express in rank order up to five preferences, including Voluntary Aided schools, Academies and schools outside the City of York area;
 - b) give their reasons for their preference(s); and
 - c) provide details of their child's home address which should be the

address at which the child is ordinarily resident. Further information on the address can be found in the [Guide for Parents](#).

- 6 Applicants are advised to –
 - a) consider their 'catchment' school when expressing their preferences. Catchment areas are designated by the Local Authority and are made available to applicants in the [Guide to School Catchment Areas](#), online at www.york.gov.uk, and upon request from the School Services team;
 - b) consider the implications of home to school transport when expressing their preferences. The City of York Home to School Transport Policy is made available to applicants online at www.york.gov.uk/schooltransport and upon request from the School Services team. Applicants from outside the City of York area are advised to contact the Local Authority in which they are resident regarding transport;
 - c) inform the LA if they wish to start or to continue to home educate their child from Year 7; and
 - d) inform the LA if they intend to enrol their child in an independent school from Year 7.

- 7 All preferences expressed on the form are valid applications. Voluntary Aided Schools and Academies can require applicants who nominate their school to complete a supplementary information form (SIF) or provide additional information where this is required for the admissions authority to apply their oversubscription criteria to the applicant. The SIF, if required, must be returned directly to the school.

- 8 Where a Voluntary Aided School or Academy receives a SIF from a City of York resident it will not be regarded as a valid application unless the applicant has also completed the (LA) form and the school is listed as a preference on it.

- 9 The submission of an online application via the www.york.gov.uk/schooladmissions website will be accepted in place of manually completing a form. If the LA receives both an online and paper application, and they differ, the LA will query this with the applicant.
- 10 The closing date for applications is 31 October 2016. Completed forms must be returned to the LA including those applicants who indicate a school outside the City of York area. Completed forms can be returned to the LA via City of York primary or junior schools. Online applications must be submitted on or before the closing date for applications.

C Late Applications

- 1 Applications received after the closing date may be treated as 'late' applications by the coordinating LA and/or the admissions authority.
- 2 Admission Authorities may decide to accept late applications and treat them as 'on-time' applications if this is accompanied by a satisfactory reason provided at the time of application.
- 3 Late applications received between the closing date for applications and the date places are offered may be applied a lower priority when determining to whom places can be offered.
- 4 Late applications received after the offer day, but before the start of the school year will be coordinated using the same arrangements and criteria as 'on-time' applications, although the availability of places will depend on where places are still available as well as the preferences of applicants.

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

D Coordinating Applications

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

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

E Decisions on Applications

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

F Offers

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

Where the pupil is eligible for a place at two or more of the nominated schools, they will be allocated a place at whichever of these schools is the highest ranked preference.
- 2 Each applicant will receive no more than one offer of a school place. A place will be offered at the highest ranking school named as a preference for which they are eligible for a place.
- 3 The LA, as the coordinating Local Authority for all applicants resident in the City of York area, will offer school places on behalf of all admission authorities operating within the coordinated scheme.
- 4 The LA will provide all City of York secondary schools with a provisional list of the pupils to be offered a place at their schools before the date on which offers are made. This list may be amended by the LA at a later date. Schools should not contact parent/carers until after offers have been made by the LA.
- 5 Offers will be made on 01 March 2017.
- 6 If a place cannot be offered at a school named as a preference, a place will be offered at an alternative school where places are still available. This will be after all those preferencing a school have first been allocated a place. This may be a school some distance from the home address of the applicant.
- 7 No places will be held in reserve for any school.

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

G Waiting Lists

- 1 A waiting list will be compiled for all oversubscribed schools and kept until at least 31 December 2017.
- 2 Each waiting list will contain all the unsuccessful preferences, whether from 'on-time' or 'late' applications, and ranked in accordance with the relevant oversubscription criteria for that school according to the applicants current circumstances.
- 3 Applicants may request to be added to a waiting list for a school, even if they did not originally express a preference for that school. Requests should be provided in writing from the original applicant to the admissions authority for the school.
- 4 Each additional applicant, or change in circumstances of an applicant, will require the waiting list to be reordered in accordance with the relevant oversubscription criteria for that school.
- 5 The admissions authority for each school shall, should a place become available whilst the waiting list is in operation, make available a place to the applicant on the top of the waiting list on the day the place became available.
- 6 The LA shall, as the coordinating Local Authority, oversee these waiting lists in partnership with schools that are their own admissions authority

and other Local Authorities. The LA requires other admission authorities to inform the LA when places may become available, so that a coordinated offer may be made by the LA on behalf of all schools within this coordinated scheme, and to ensure that each pupil is only allocated one school place.

H Appeals

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

I

Timetable

by 12 September 2016	Guide for Parents published online at www.york.gov.uk/guideforparents
by 12 September 2016	Opening date for applications. 'School admissions application for Secondary School in September 2017' form made available and online applications start to be accepted at www.york.gov.uk/schooladmissions
09 September 2016	Letter to parent/carers of Year 6 pupils in City of York primary schools informing parent/carers of dates of secondary school open evenings and that applications should be made online by 31 October 2016. Parent/carers without access to the internet will be informed they should contact the School Services team for a paper copy of the 'School admissions application for Secondary School in September 2017' form.
September 2016 – October 2016	Secondary school open evenings
October 2016	Follow-up letter to parent/carers of Year 6 pupils in City of York primary schools following secondary school open evenings
31 October 2016	Closing date for 'on-time' applications (both online and by paper 'School admissions application for Secondary School in September 2017' form)
from 01 November 2016	Applications received may be treated as 'late'
by 18 November 2016	Communicate the total number of first preferences expressed to each City of York secondary school
by 18 November 2016	Receive information about applicants resident outside the City of York area expressing preferences for schools within the City of York area from other Local Authorities

by 18 November 2016	Provide information about applicants resident in the City of York area expressing preferences for schools outside the City of York area to other Local Authorities for their consideration.
by 9 December 2016	Provide details of all preferences expressed for Voluntary Aided and Academy schools within the City of York area to those schools for their consideration
by 13 January 2017	Receive completed ranked lists of all preferences from Voluntary Aided and Academy schools within the City of York area
by 20 January 2017	First exchange of information, including to whom offers can be made, to other coordinating Local Authorities for applicants resident outside the City of York area
by 20 January 2017	First exchange of information, including to whom offers can be made, from other coordinating Local Authorities for applicants resident in the City of York area
by 17 February 2017	Final exchange of information, including to whom offers can be made, to other coordinating Local Authorities for applicants resident outside the City of York area
by 17 February 2017	Final exchange of information, including to whom offers can be made, from other coordinating Local Authorities for applicants resident in the City of York area
by 27 February 2017	Provide all City of York secondary schools with a provisional list of the pupils to be offered a place at their schools.
01 March 2017	Offers made to City of York resident applicants by email and/or by letter
07 March 2017 – 31 August 2017	Communicate adjustments to allocations to schools and other admission authorities
31 March 2017	Deadline for return of appeal papers for 'on-time' applicants

24 April 2017 – 16 June 2017	Admission appeals for 'on-time' applicants
September 2017	Start of the school year
31 December 2017	Earliest date waiting lists may close – the exact date for each admission authority may vary according to their admission arrangements.

J Contact details for correspondence

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

K City of York Secondary Schools

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

[View school contact details](#)

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Schools in the City of York Local Authority area

In Year Coordinated Admissions Scheme

Last Updated: September 2015

A Introduction

- 1 This coordinated scheme provides a framework for a fair and open way of determining in year applications for a school place.
- 2 This scheme complies with the requirements of the School Admissions Code 2014 and all current legislation regarding school admissions.
- 3 This scheme will remain in operation as long as in-year admissions are coordinated by the Local Authority (LA). This scheme may be reviewed in the future to ensure it complies with current legislation and practice.
- 4 This scheme applies to all state-funded schools in the City of York area who receive applications 'in-year'. It aims to ensure that within the operation of an equal preference system:
 - a) each applicant only receives one offer of a school place; and
 - b) each applicant is offered the highest ranked preference school that is available.
- 5 This scheme applies only to 'in-year' applications for a place from Reception to Year 11. Applications for Year 12 or 13 should be made directly to those schools and colleges, though the right of appeal exists if an applicant is refused admission to a school in Year 12 or 13.

In-year admissions are those that are made either during the school year, or for admission into year groups other than the normal year of entry. It does not apply to applications for a place within an 'admissions round', that is an application for the normal year of entry. More information on applications within an admissions round can be found in the relevant City of York Coordinated Admissions Scheme.

- 6 In year admissions are for school places that are required for a minimum period of one half term. There is no duty to provide for school places for short term or temporary admission requests. Schools may choose to admit children on a short term basis where there is an available place that is not required for an in year admission and where agreement exists between the parent/carer and the school regarding what provision may be offered.
- 7 The LA coordinates in year school admissions applications for all state funded schools in the City of York LA area.

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

In line with the School Admissions Code, own admission authority schools – academy and voluntary aided schools – may choose to admit pupils separately, but they **must**, on receipt of an in-year application, notify the local authority of both the application and its outcome, to allow the local authority to keep up to date figures on the availability of places in the area. The admission authority **must** also inform parents of their right to appeal against the refusal of a place.

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

B Making Applications

- 1 There will be a standard form known as the 'School admissions application for an in year change of school' ('the form').
- 2 The form will be used for the purpose of gathering and processing applications for a change of school – in circumstances including being newly resident in the City of York Local Authority (LA) area, having moved across the LA area, or simply requesting a change of school – by making one single application.
- 3 The form must be used as a means of expressing one or more preferences by applicants who are parent/carers resident in the LA area wishing to express a preference for their child:
 - a) to be admitted to a school within the LA area (including Voluntary Aided Schools and Academies); and/or
 - b) to be admitted to a school located in another LA area (including Voluntary Aided Schools and Academies).
- 4 Applicants should apply to the Local Authority in which they are resident, even if the school(s) they wish to apply for are in a different LA area.

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

- 5 Applications will only be accepted if submitted by persons with parental responsibility for the child listed in an application. If the Local Authority or any admissions authority receives two applications for the same child and the applications differ, or if there is disagreement between persons who share parental responsibility, applications may be put on hold and/or not processed until agreement is reached or one person proves a legal right to proceed with the application.

- 6 The form will invite applicants to –
- a) express in rank order up to five preferences, including Voluntary Aided schools, Academies and schools outside the City of York area;
 - b) give their reasons for their preference(s); and
 - c) provide details of their child's home address which should be the address at which the child is ordinarily resident. Further information on the address can be found in the [Guide for Parents](#).
- 7 Applicants are advised to –
- a) consider their 'catchment' school when expressing their preferences. Catchment areas are designated by the Local Authority and are made available to applicants in the [Guide to School Catchment Areas](#), online at www.york.gov.uk, and upon request from the School Services team;
 - b) consider the implications of home to school transport when expressing their preferences. The City of York Home to School Transport Policy is made available to applicants online at www.york.gov.uk/schooltransport and upon request from the School Services team. Applicants from outside the City of York area are advised to contact the Local Authority in which they are resident regarding transport; and
 - c) if applying with more than one child of school age who would require a place at the same school, consider several schools before expressing their preferences as parent/carers most preferred or most local school may not have places available for all children in all requested year groups.
- 8 All preferences expressed on the form are valid applications. Voluntary Aided Schools and Academies can require applicants who nominate their school to complete a supplementary information form (SIF) or provide additional information where this is required for the admissions authority to apply their oversubscription criteria to the applicant. The SIF, if required, must be returned directly to the school.

- 9 The submission of an online application via the www.york.gov.uk/schooladmissions website will be accepted in place of manually completing a form. If the LA receives both an online and manual application, and they differ, the LA will query this with the applicant.
- 10 Following submission of an application, the LA may seek clarification of the details in an application or further information relating to the application, including proof of address or residence.

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

C Timescales

- 1 Applicants are advised to apply in plenty of time and always more than 20 school days before a place is required.
- Completed forms can be returned to the LA directly or via City of York schools. Online applications can be made at www.york.gov.uk/schooladmissions and must be submitted by someone with parental responsibility for the child.
- 2 Upon receiving an application, and where the child does not have a school place in the LA area, all admissions authorities will endeavour to offer a school place within a period of 10 school days in order to minimise periods where children are without a school place.
- 3 Decisions on applications will not be made more than 20 school days before the intended start date, unless the application is due to crown service posting in which case a place may be allocated upon receipt of the relevant posting order. Other exceptional circumstances may mean that decisions are made more than 20 school days before the

intended start date.

- 4 Where a change of school is required due to relocation, an allocated place may be taken up once the receiving school has been able to make suitable arrangements. However, where a change of school has been requested for other reasons and the child's current school is within a reasonable travelling distance, it is expected that the start date will be at the start of a new half term or other suitable day.

D Coordinating Applications

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

- 6 The LA will receive information from Voluntary Aided and Academy schools within the City of York area for the purposes of determining where a place can be offered.
- 7 The LA will provide information on all preferences, including to whom offers can be made, to other coordinating Local Authorities for applicants resident outside the City of York area.
- 8 The LA will receive information on all preferences, including to whom offers can be made, from other coordinating Local Authorities for applicants resident in the City of York area.

E Decisions on Applications

- 1 The decision on whether an applicant may be offered a place at a school named as a preference on an application is the responsibility for the admissions authority for that school.
- 2 The LA will only make a decision with respect to the offer or refusal of a place in response to any preference expressed on an application where:
 - a) it is acting in its separate capacity as an admission authority, or
 - b) an applicant is eligible for a place at more than one school, or
 - c) an applicant is not eligible for a place at any school that the applicant has named as a preference.
- 3 Those schools that are their own admissions authority will provide the LA with information as to whether a place is available, or if more than one application has been received, information as to whom is most entitled to the available place according to their own admissions policies or oversubscription criteria.
- 4 The LA will, for those schools for which the LA is also the admissions authority, make a decision on each preference according to the City of

York In Year Admissions Policy.

- 5 Where an applicant has applied for more than one child at the same preferred school(s), but a place is only available for one child, the LA will seek further instruction from the applicant regarding whether the applicant would prefer both siblings to be allocated places at the same school (this may be a lower or alternative preference), or be allocated places at two different schools.
- 6 If a place cannot be offered at a school named as a preference, and the pupil could be considered eligible to be considered under the Fair Access Protocol, the application may be referred to a Behaviour and Attendance Partnership who will consider the application.

F Offers

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

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

- 2 Each applicant will receive no more than one offer of a school place. A place will be offered at the highest ranking school named as a preference for which they are eligible for a place.
- 3 The LA, as the coordinating Local Authority for all applicants resident in the City of York area, will offer school places on behalf of all admission authorities operating within the coordinated scheme.
- 4 The LA will provide schools with all relevant information held to the allocated school as soon as practically possible after a place has been

allocated. Schools should not contact parent/carers until offers have been made by the LA.

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

- 5 Applicants should make contact with the allocated school within 10 school days of the date of the offer letter. If they do not then the offer of a place will be withdrawn and the place will subsequently be made available to other applicants.
- 6 If a place cannot be offered at a school named as a preference, a place may be offered at an alternative school where places are available. This may be a school some distance from the home address of the applicant.
- 7 No offer may be made if the current school of the child is within a reasonable distance, **or** if the applicant has indicated further preferences may be supplied should a preference be refused, **or** if the applicant has indicated that they would like to keep a place at their child's current school should they a preference be refused.
- 8 No places will be held in reserve for any school.

G Waiting Lists

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

Should applicants wish to remain on a waiting list for a future school year, they should submit a new application 20 school days before the end of the current school year.

- 2 Each waiting list will contain all the unsuccessful preferences, and ranked in accordance with the relevant oversubscription criteria for that school according to the applicant's current circumstances where these circumstances have been provided to the admissions authority or LA where the list is held by the LA.
- 3 Each additional applicant, or change in circumstances of an applicant, will require a waiting list to be reordered in accordance with the relevant oversubscription criteria for that school.
- 4 The admissions authority for each school shall, should a place become available whilst the waiting list is in operation, make available a place to the applicant on the top of the waiting list on the day the place became available. Applicants should be given a reasonable period of time to make a decision as to whether they wish to accept the place.
- 5 The LA shall, as the coordinating Local Authority, oversee these waiting lists in partnership with schools that are their own admissions authority and other Local Authorities. The LA requires other admission authorities to inform the LA when places may become available, so that a coordinated offer may be made by the LA on behalf of all schools within this coordinated scheme, and to ensure that each child is only allocated one school place.

H Appeals

- 1 Where an applicant has been refused a place at a school of their preference, the applicant will be offered the statutory right of appeal against the decision of the admissions authority for the preference school.

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

J Contact details for correspondence

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

K City of York Schools

Acomb Primary (Community, 5-11)
All Saints' RC School (Voluntary Aided, 11-18)
Archbishop Holgate's CE School (Academy, 11-18)
Archbishop of York's CE Junior (Voluntary Controlled, 7-11)
Badger Hill Primary (Community, 5-11)
Bishopthorpe Infant (Community, 5-7)
Burton Green Primary (Community, 5-11)
Canon Lee School (Community, 11-16)

Carr Infant (Community, 5-7)
Carr Junior (Community, 7-11)
Clifton Green Primary (Community, 5-11)
Clifton with Rawcliffe Primary (Community, 5-11)
Copmanthorpe Primary (Community, 5-11)
Dringhouses Primary (Community, 5-11)
Dunnington CE Primary (Voluntary Controlled, 5-11)
Elvington CE Primary (Voluntary Controlled, 5-11)
Fishergate Primary (Community, 5-11)
Fulford School (Community, 11-18)
Haxby Road Primary Academy (Academy, 5-11)
Headlands Primary (Community, 5-11)
Hempland Primary (Community, 5-11)
Heworth CE Primary (Voluntary Aided, 5-11)
Hob Moor Community Primary (Community, 5-11)
Huntington Primary (Academy, 5-11)
Huntington School (Community, 11-18)
Joseph Rowntree School (Voluntary Controlled, 11-18)
Knavesmire Primary (Community, 5-11)
Lakeside Primary (Community, 5-11)
Lord Deramore's CE Primary (Voluntary Controlled, 5-11)
Manor CE Academy (Academy, 11-16)
Millthorpe School (Community, 11-16)
Naburn CE Primary (Voluntary Controlled, 5-11)
New Earswick Primary (Voluntary Aided, 5-11)
Osbalwick Primary (Community, 5-11)
Our Lady Queen of Martyrs RC Primary (Voluntary Aided, 5-11)
Park Grove Primary (Community, 5-11)
Poppleton Ousebank (Academy, 5-11)
Poppleton Road Primary (Community, 5-11)
Ralph Butterfield Primary (Community, 5-11)
Robert Wilkinson Primary (Academy, 5-11)
Rufforth Primary (Community, 5-11)
Scarcroft Primary (Community, 5-11)
Skelton Primary (Community, 5-11)
St Aelred's RC Primary (Voluntary Aided, 5-11)
St Barnabas' CE Primary (Voluntary Controlled, 5-11)

St George's RC Primary (Voluntary Aided, 5-11)
St Lawrence's CE Primary (Voluntary Aided, 5-11)
St Mary's CE Primary (Voluntary Controlled, 5-11)
St Oswald's CE Primary (Voluntary Controlled, 5-11)
St Paul's CE Primary (Voluntary Controlled, 5-11)
St Wilfrid's RC Primary (Voluntary Aided, 5-11)
Stockton on the Forest Primary (Community, 5-11)
Tang Hall Primary (Community, 5-11)
Westfield Primary Community (Community, 5-11)
Wheldrake with Thorganby CE Primary (Voluntary Aided, 5-11)
Wigginton Primary (Community, 5-11)
Woodthorpe Primary (Community, 5-11)
Yearsley Grove Primary (Community, 5-11)
York High School (Community, 11-16)

[View school contact details](#)

Community and Voluntary Controlled Primary and Infant Schools

Admissions Policy – Reception entry
2017 – 2018

Introduction

- 1 This policy applies to those schools where the City of York Council is the admissions authority – that is all community and voluntary controlled primary and infant schools within the City of York area. It applies only to applications within the primary admissions round, that is when applying for a place in Reception as the normal year of entry to start primary or infant school for the first time. It does not apply to ‘in-year’ applications for a place at a primary or infant school. In-year admissions are those that are made either during the school year, or for admission into year groups other than the normal year of entry. More information on in-year admissions can be found in the City of York In-Year Admissions Policy.
- 2 This policy may also be adopted by other admissions authorities wishing to reflect the aims of this policy in their own admission arrangements.
- 3 This policy complies with and operates within the City of York Coordinated Admissions Scheme for Primary and Infant Schools in the City of York Local Authority area.
- 4 The City of York Council policy for allocating primary and infant school places is designed to be as fair as possible while ensuring that resources are used sensibly. Under the primary and infant school admission arrangements the allocation of places is based on where the child/parent lives and the preferences of parent/carers.
- 5 The admission of children into the Reception year at an infant or primary school is a completely separate process to nursery admissions. Attendance at a particular nursery class or early years provider does not give a child any priority within the admissions policy for admission to a community

or voluntary controlled infant or primary school, even if the school and nursery are located on the same premises or the nursery is run by the school itself.

- 6 Advice and information for parent/carers on school admissions, including [key information that applies to all applications](#) as well as some frequently asked questions are available in the Guide for Parents which is available at www.york.gov.uk/guideforparents or upon request from the School Services team.
- 7 The admission of children with an education, health and care plan or a statement of special educational needs is covered by different admission regulations. Following negotiation, once a school has been named, a place will be allocated for these children before considering other applications.

A Admissions into Reception

- 1 Children will normally be admitted into the year group relevant to the child's age and will start full-time in the school year they turn five. All children will be offered the opportunity of a full time place from September in the year of entry.
- 2 This policy includes an option of 'delayed entry'. This means that parent/carers may secure a place at a school under the normal admission arrangements but choose to postpone their child's admission to school until as late as the start of the school term after a child turns five. Parent/carers will also be able to request a part-time place until the start of the term after the child turns five. It is a legal requirement that all children must enter formal full-time education at the start of the term after their fifth birthday. More information on delayed and deferred entry can be found in the City of York Delayed and Deferred Admissions Policy.

- 3 Applications should be made by the closing date for applications which is 15 January 2017. Applications can be made online at www.york.gov.uk/schooladmissions or by completing a paper 'School admissions application for Primary School in September 2017' form, which can be obtained from the School Services team, online, or from a City of York primary or infant school.
- 4 When making an application, parent/carers are advised to supply any additional information that may be required to the admissions authority by emailing education@york.gov.uk with the child's details. For example, additional information will need to be provided when applying on the basis of being 'previously looked after' or having exceptional social or medical needs which relate to the preferred school. Further guidance on additional information can be found in the [Guide for Parents](#).
- 5 Any school's resources, such as teachers and classrooms, have to be used carefully to ensure the best possible standards for education and a safe environment. If no limit were set on the number of children that can go to a school each year these standards could not be maintained. Infant Class Size legislation may also limit the number of pupils that can be admitted in reception, Year 1 and Year 2. For these reasons each school has a Planned Admission Number – that is the number of places available that will be offered in the year of entry.
- 6 Applicants may be successful in obtaining a place at a school that does not serve the local 'catchment' area in which they live. If allocated a place at such a school, applicants will be responsible for travel arrangements and the costs of travel to and from school.
- 7 Applicants are advised to consider their 'catchment' school when making an application. If the place your child is allocated is at a school which you are not in the catchment area for, or if you move out of the catchment area you now reside in, then you may have less chance of being successful when applying for any younger siblings. Catchment

areas are designated by the Local Authority and are made available to applicants in the [Guide to School Catchment Areas](#), online at www.york.gov.uk and upon request from the School Services team.

B Oversubscription criteria

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

- 1 [Children who are either currently or have previously been 'looked after'](#). This applies to all children who are currently in the care of a local authority and all children who have been adopted from local authority care (subject to an adoption, residence or special guardianship order);
- 2 [Children who live within the catchment area normally served by the preferred school, with a sibling at the preferred school at the time of admission](#). Catchment areas are designated by the Local Authority and are made available to parent/carers in the [Guide to School Catchment Areas](#), online at www.york.gov.uk, and upon request from the School Services team. Siblings are defined as brothers or sisters living in the same house, as their primary place of residence (including half- and step-brothers or sisters);
- 3 [Children who live within the catchment area normally served by the preferred school](#) . Catchment areas are designated by the Local Authority and are made available to parent/carers in the [Guide to School Catchment Areas](#), online at www.york.gov.uk, and upon request from the School Services team;

- 4 [Children considered by the admissions authority to have exceptional social or medical needs which relate to the preferred school.](#) The admissions authority may consult with other medical or educational professionals for a further opinion as to whether the child should be allocated a place at the preferred school due to a particular medical condition or social need;
- 5 [Children with a sibling at the preferred school at the time of admission.](#) Siblings are defined as brothers or sisters living in the same house, as their primary place of residence (including half- and step-brothers or sisters);
- 6 [Children who live closest to the preferred school using the nearest available safe walking route.](#) Distances are measured by a GIS mapping system from the child's home address to the entrance of the school.

Where there are fewer places than children in an oversubscription priority as above, places will be allocated to the child(ren) who also fulfil the next highest priority.

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

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

C Appeals

- 1 Applicants refused a place at a school have the right of appeal. Appeals are heard by an independent appeals panel and their decisions are legally binding. Applicants who wish to appeal should contact the School Services team to request the correct appeal form. Appeal forms should be returned within 20 school days of the date the place was refused.
- 2 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.

D False Information

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

E Late Applications

- 1 Applications received after the closing date of 15 January 2017 may be treated as 'late' applications – that is processed after all 'on-time' applications.

- 2 Where possible, 'late' applications and changes of preference and/or circumstances will be treated as 'on-time' applications if:
 - a) this is accompanied by a satisfactory reason provided at the time of application; and
 - b) it can be accommodated within the timescales of the coordinated scheme and/or admissions authority's processes.
- 3 Late applications received after the offer day, but before the start of the school year will be processed using the same arrangements and criteria as 'on-time' applications, although the availability of places will depend on where places are still available as well as the preferences of applicants.
- 4 Late applications received after the first day of the school year will be considered as 'in-year' applications, and be subject to the City of York In Year Admissions Policy. However, these preferences, if unsuccessful, will be held on a waiting list until the end of the first term in line with 'on-time' applications as set out in Section F of this scheme.

F Waiting List

- 1 If a school is oversubscribed, a waiting list will be held from when offers have been made until 31 December 2017.
- 2 A child's position on the list will be determined by the oversubscription criteria set out in Section B of this policy and will reflect their current circumstances where these circumstances have been provided to the admissions authority.

G Timetable

by 12 September 2016	Opening date for applications. 'School admissions application for Primary School in September 2017' form made available and online applications start to be accepted at www.york.gov.uk/schooladmissions
15 January 2017	Closing date for 'on-time' applications (both online and by paper 'School admissions application for Primary School in September 2017' form)
from 16 January 2017	Applications received may be treated as 'late'
18 April 2017	National Offer Day
19 May 2017	Deadline for return of appeal papers for 'on-time' applicants
05 June 2017 – 26 July 2017	Admission appeals for 'on-time' applicants
September 2017	Start of the school year
31 December 2017	Waiting list for all community and voluntary controlled primary and infant schools closes

H Contact details for correspondence

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

I

City of York Community and Voluntary Controlled Primary and Infant Schools

Acomb Primary (Community, 5-11)
Badger Hill Primary (Community, 5-11)
Bishopthorpe Infant (Community, 5-7)
Burton Green Primary (Community, 5-11)
Carr Infant (Community, 5-7)
Clifton Green Primary (Community, 5-11)
Clifton with Rawcliffe Primary (Community, 5-11)
Copmanthorpe Primary (Community, 5-11)
Dringhouses Primary (Community, 5-11)
Dunnington CE Primary (Voluntary Controlled, 5-11)
Elvington CE Primary (Voluntary Controlled, 5-11)
Fishergate Primary (Community, 5-11)
Headlands Primary (Community, 5-11)
Hempland Primary (Community, 5-11)
Hob Moor Community Primary (Community, 5-11)
Knavesmire Primary (Community, 5-11)
Lakeside Primary (Community, 5-11)
Lord Deramore's CE Primary (Voluntary Controlled, 5-11)
Naburn CE Primary (Voluntary Controlled, 5-11)
Osbaldwick Primary (Community, 5-11)
Park Grove Primary (Community, 5-11)
Poppleton Road Primary (Community, 5-11)
Ralph Butterfield Primary (Community, 5-11)
Rufforth Primary (Community, 5-11)
Scarcroft Primary (Community, 5-11)
Skelton Primary (Community, 5-11)
St Barnabas' CE Primary (Voluntary Controlled, 5-11)
St Mary's CE Primary (Voluntary Controlled, 5-11)
St Oswald's CE Primary (Voluntary Controlled, 5-11)

St Paul's CE Primary (Voluntary Controlled, 5-11)
Stockton on the Forest Primary (Community, 5-11)
Tang Hall Primary (Community, 5-11)
Westfield Primary Community (Community, 5-11)
Wigginton Primary (Community, 5-11)
Woodthorpe Primary (Community, 5-11)
Yearsley Grove Primary (Community, 5-11)

[View school contact details](#)

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Community and Voluntary Controlled Junior Schools

Admissions Policy – Year 3 entry
2017 – 2018

Introduction

- 1 This policy applies to those schools where the City of York Council is the admissions authority – that is all community and voluntary controlled junior schools within the City of York area. It applies only to applications within the junior admissions round, that is when applying for a place in Year 3 as the normal year of entry to start junior school for the first time. It does not apply to ‘in-year’ applications for a place at junior or primary school. In-year admissions are those that are made either during the school year, or for admission into year groups other than the normal year of entry. More information on in-year admissions can be found in the City of York In-Year Admissions Policy.
- 2 This policy may also be adopted by other admissions authorities wishing to reflect the aims of this policy in their own admission arrangements.
- 3 This policy complies with and operates within the City of York Coordinated Admissions Scheme for Junior Schools in the City of York Local Authority area.
- 4 The City of York Council policy for allocating junior school places is designed to be as fair as possible while ensuring that resources are used sensibly. Under the junior school admission arrangements the allocation of places is based on where the pupil/parent lives and the preferences of parent/carers.
- 5 Advice and information for parent/carers on school admissions, including **key information that applies to all applications** as well as some frequently asked questions are available in the Guide for Parents which is available at www.york.gov.uk/guideforparents or upon request from the School Services team.

- 6 The admission of pupils with an education, health and care plan or a statement of special educational needs is covered by different admission regulations. Following negotiation, once a school has been named, a place will be allocated for these pupils before considering other applications.

A Admissions into Year 3

- 1 Pupils will normally be admitted into the year group relevant to the pupil's age.
- 2 Applications should be made by the closing date for applications which is 15 January 2017. Applications can be made online at www.york.gov.uk/schooladmissions or by completing a paper 'School admissions application for Junior School in September 2017', which can be obtained from the School Services team, online, or from a City of York infant or junior school.
- 3 When making an application, parent/carers are advised to supply any additional information that may be required to the admissions authority by emailing education@york.gov.uk with the pupil's details. For example, additional information will need to be provided when applying on the basis of being 'previously looked after' or having exceptional social or medical needs which relate to the preferred school. Further guidance on additional information can be found in the [Guide for Parents](#).
- 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. For this reason each school has a Planned Admission Number – that is the number of places available that will be offered in the year of entry.

- 5 Applicants may be successful in obtaining a place at a school that does not serve the local 'catchment' area in which they live. If allocated a place at such a school, applicants will be responsible for travel arrangements and the costs of travel to and from school.
- 6 Applicants are advised to consider their 'catchment' school when making an application. If the place your child is allocated is at a school which you are not in the catchment area for, or if you move out of the catchment area you now reside in, then you may have less chance of being successful when applying for any younger siblings. Catchment areas are designated by the Local Authority and are made available to applicants in the [Guide to School Catchment Areas](#), online at www.york.gov.uk and upon request from the School Services team.

B Oversubscription criteria

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

- 1 **Pupils who are either currently or have previously been 'looked after'.** This applies to all pupils who are currently in the care of a local authority and all pupils who have been adopted from local authority care (subject to an adoption, residence or special guardianship order);
- 2 **Pupils who live within the catchment area normally served by the preferred school, with a sibling at the preferred school at the time of admission.** Catchment areas are designated by the Local Authority and are made available to parent/carers in the [Guide to School Catchment Areas](#), online at www.york.gov.uk, and upon request from the School Services team. Siblings are defined as brothers or sisters

living in the same house, as their primary place of residence (including half- and step-brothers or sisters);

- 3 **Pupils who live within the catchment area normally served by the preferred school.** Catchment areas are designated by the Local Authority and are made available to parent/carers in the [Guide to School Catchment Areas](#), online at www.york.gov.uk, and upon request from the School Services team;
- 4 **Pupils considered by the admissions authority to have exceptional social or medical needs which relate to the preferred school.** The admissions authority may consult with other medical or educational professionals for a further opinion as to whether the pupil should be allocated a place at the preferred school due to a particular medical condition or social need;
- 5 **Pupils with a sibling at the preferred school at the time of admission.** Siblings are defined as brothers or sisters living in the same house, as their primary place of residence (including half- and step-brothers or sisters);
- 6 **Pupils who live closest to the preferred school using the nearest available safe walking route.** Distances are measured by a GIS mapping system from the pupil's home address to the entrance of the school.

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

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

C Appeals

- 1 Applicants refused a place at a school have the right of appeal. Appeals are heard by an independent appeals panel and their decisions are legally binding. Applicants who wish to appeal should contact the School Services team to request the correct appeal form. Appeal forms should be returned within 20 school days of the date the place was refused.
- 2 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.

D False Information

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

E Late Applications

- 1 Applications received after the closing date of 15 January 2017 may be treated as 'late' applications – that is processed after all 'on-time' applications.

- 2 Where possible, 'late' applications and changes of preference and/or circumstances will be treated as 'on-time' applications if:
 - a) this is accompanied by a satisfactory reason provided at the time of application; and
 - b) it can be accommodated within the timescales of the coordinated scheme and/or admissions authority's processes.
- 3 Late applications received after the offer day, but before the start of the school year will be processed using the same arrangements and criteria as 'on-time' applications, although the availability of places will depend on where places are still available as well as the preferences of applicants.
- 4 Late applications received after the first day of the school year will be considered as 'in-year' applications, and be subject to the City of York In Year Admissions Policy. However, these preferences, if unsuccessful, will be held on a waiting list until the end of the first term in line with 'on-time' applications as set out in Section F of this scheme.

F Waiting List

- 1 If a school is oversubscribed, a waiting list will be held from when offers have been made until 31 December 2017.
- 2 A pupil's position on the list will be determined by the oversubscription criteria set out in Section B of this policy and will reflect their current circumstances where these circumstances have been provided to the admissions authority.

G

Timetable

by 12 September 2016	Opening date for applications. 'School admissions application for Junior School in September 2017' form made available and online applications start to be accepted at www.york.gov.uk/schooladmissions
15 January 2017	Closing date for 'on-time' applications (both online and by paper 'School admissions application for Junior School in September 2017' form)
from 16 January 2017	Applications received may be treated as 'late'
18 April 2017	National Offer Day
19 May 2017	Deadline for return of appeal papers for 'on-time' applicants
05 June 2017 – 26 July 2017	Admission appeals for 'on-time' applicants
September 2017	Start of the school year
31 December 2017	Waiting list for all community and voluntary controlled junior schools closes

H Contact details for correspondence

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

I

City of York Community and Voluntary Controlled Junior Schools

Archbishop of York's CE Junior (Voluntary Controlled, 7-11)
Carr Junior (Community, 7-11)

[View school contact details](#)

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Community and Voluntary Controlled Secondary Schools

Admissions Policy – Year 7 entry

2017 – 2018

Introduction

- 1 This policy applies to those schools where the City of York Council is the admissions authority – that is all community and voluntary controlled secondary schools within the City of York area. It applies only to applications within the secondary admissions round, that is when applying for a place in Year 7 as the normal year of entry to start secondary school for the first time. It does not apply to ‘in-year’ applications for a place at secondary school. In-year admissions are those that are made either during the school year, or for admission into year groups other than the normal year of entry. More information on in-year admissions can be found in the City of York In-Year Admissions Policy.
- 2 This policy may also be adopted by other admissions authorities wishing to reflect the aims of this policy in their own admission arrangements.
- 3 This policy complies with and operates within the City of York Coordinated Admissions Scheme for Secondary Schools in the City of York Local Authority area.
- 4 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. Under the secondary school admission arrangements the allocation of places is based on where the pupil/parent lives and the preferences of parent/carers.
- 5 Advice and information for parent/carers on school admissions, including **key information that applies to all applications** as well as some frequently asked questions are available in the Guide for Parents which is available at www.york.gov.uk/guideforparents or upon request from the School Services team.

- 6 The admission of pupils with an education, health and care plan or a statement of special educational needs is covered by different admission regulations. Following negotiation, once a school has been named, a place will be allocated for these pupils before considering other applications.

A Admissions into Year 7

- 1 Pupils will normally be admitted into the year group relevant to the pupil's age.
- 2 Applications should be made by the closing date for applications which is 31 October 2016. Applications can be made online at www.york.gov.uk/schooladmissions or by completing a paper 'School admissions application for Secondary School in September 2017' form, which can be obtained from the School Services team, online, or from a City of York primary or junior school.
- 3 When making an application, parent/carers are advised to supply any additional information that may be required to the admissions authority by emailing education@york.gov.uk with the pupil's details. For example, additional information will need to be provided when applying on the basis of being 'previously looked after' or having exceptional social or medical needs which relate to the preferred school. Further guidance on additional information can be found in the [Guide for Parents](#).
- 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. For this reason each school has a Planned Admission Number – that is the number of places available that will be offered in the year of entry.

- 5 Applicants may be successful in obtaining a place at a school that does not serve the local 'catchment' area in which they live. If allocated a place at such a school, applicants will be responsible for travel arrangements and the costs of travel to and from school.
- 6 Applicants are advised to consider their 'catchment' school when making an application. If the place your child is allocated is at a school which you are not in the catchment area for, or if you move out of the catchment area you now reside in, then you may have less chance of being successful when applying for any younger siblings. Catchment areas are designated by the Local Authority and are made available to applicants in the [Guide to School Catchment Areas](#), online at www.york.gov.uk and upon request from the School Services team.

B Oversubscription criteria

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

- 1 **Pupils who are either currently or have previously been 'looked after'**. This applies to all pupils who are currently in the care of a local authority and all pupils who have been adopted from local authority care (subject to an adoption, residence or special guardianship order);
- 2 **Pupils who live within the catchment area normally served by the preferred school, with a sibling at the preferred school at the time of admission.** Catchment areas are designated by the Local Authority and are made available to parent/carers in the [Guide to School Catchment Areas](#), online at www.york.gov.uk, and upon request from the School Services team. Siblings are defined as brothers or sisters

living in the same house, as their primary place of residence (including half- and step-brothers or sisters);

- 3 **Pupils who live within the catchment area normally served by the preferred school.** Catchment areas are designated by the Local Authority and are made available to parent/carers in the [Guide to School Catchment Areas](#), online at www.york.gov.uk, and upon request from the School Services team;
- 4 **Pupils considered by the admissions authority to have exceptional social or medical needs which relate to the preferred school.** The admissions authority may consult with other medical or educational professionals for a further opinion as to whether the pupil should be allocated a place at the preferred school due to a particular medical condition or social need;
- 5 **Pupils with a sibling at the preferred school at the time of admission.** Siblings are defined as brothers or sisters living in the same house, as their primary place of residence (including half- and step-brothers or sisters);
- 6 **Pupils who live closest to the preferred school using the nearest available safe walking route.** Distances are measured by a GIS mapping system from the pupil's home address to the entrance of the school.

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

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

C Appeals

- 1 Applicants refused a place at a school have the right of appeal. Appeals are heard by an independent appeals panel and their decisions are legally binding. Applicants who wish to appeal should contact the School Services team to request the correct appeal form. Appeal forms should be returned within 20 school days of the date the place was refused.
- 2 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.

D False Information

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

E Late Applications

- 1 Applications received after the closing date of 31 October 2016 may be treated as 'late' applications – that is processed after all 'on-time' applications.

- 2 Where possible, 'late' applications and changes of preference and/or circumstances will be treated as 'on-time' applications if:
 - a) this is accompanied by a satisfactory reason provided at the time of application; and
 - b) it can be accommodated within the timescales of the coordinated scheme and/or admissions authority's processes.
- 3 Late applications received after the offer day, but before the start of the school year will be processed using the same arrangements and criteria as 'on-time' applications, although the availability of places will depend on where places are still available as well as the preferences of applicants.
- 4 Late applications received after the first day of the school year will be considered as 'in-year' applications, and be subject to the City of York In Year Admissions Policy. However, these preferences, if unsuccessful, will be held on a waiting list until the end of the first term in line with 'on-time' applications as set out in Section F of this scheme.

F Waiting List

- 1 If a school is oversubscribed, a waiting list will be held from when offers have been made until 31 December 2017.
- 2 A pupil's position on the list will be determined by the oversubscription criteria set out in Section B of this policy and will reflect their current circumstances where these circumstances have been provided to the admissions authority.

G

Timetable

by 12 September 2016	Opening date for applications. 'School admissions application for Secondary School in September 2017' form made available and online applications start to be accepted at www.york.gov.uk/schooladmissions
September 2016 – October 2016	Secondary school open evenings
31 October 2016	Closing date for 'on-time' applications (both online and by paper 'School admissions application for Secondary School in September 2017' form)
from 01 November 2016	Applications received may be treated as 'late'
01 March 2017	National Offer Day
31 March 2017	Deadline for return of appeal papers for 'on-time' applicants
24 April 2017 – 16 June 2017	Admission appeals for 'on-time' applicants
September 2017	Start of the school year
31 December 2017	Waiting list for all community and voluntary controlled secondary schools closes

H Contact details for correspondence

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

I City of York Community and Voluntary Controlled Secondary Schools

Canon Lee School (Community, 11-16)
Fulford School (Community, 11-18)
Huntington School (Community, 11-18)
Joseph Rowntree School (Voluntary Controlled, 11-18)
Millthorpe School (Community, 11-16)
York High School (Community, 11-16)

[View school contact details](#)

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Community and Voluntary Controlled Schools

In Year Admissions Policy

Last Updated: September 2015

Introduction

- 1 This policy applies to those schools where the City of York Council is the admissions authority – that is all community and voluntary controlled primary, infant, junior and secondary schools within the City of York area. It applies only to in-year' applications for a place from Reception to Year 11. In-year admissions are those that are made either during the school year, or for admission into year groups other than the normal year of entry. It does not apply to applications for a place within an 'admissions round', that is an application for the normal year of entry. More information on applications within an admissions round can be found in the relevant City of York Admissions Policy.
- 2 This policy may also be adopted by other admissions authorities wishing to reflect the aims of this policy in their own admission arrangements.
- 3 This policy complies with and operates within the City of York In Year Coordinated Admissions Scheme for schools in the City of York Local Authority area.
- 4 The City of York Council policy for considering and allocating school places is designed to be as fair as possible while ensuring that resources are used sensibly. Under these admission arrangements the allocation of places is based on where the child/parent lives and the preferences of parent/carers.
- 5 Advice and information for parent/carers on school admissions, including **key information that applies to all applications** as well as some frequently asked questions are available in the Guide for Parents which is available at www.york.gov.uk/guideforparents or upon request from the School Services team.

- 6 The admission of children with an education, health and care plan or a statement of special educational needs is covered by different admission regulations. Following negotiation, once a school has been named, a place will be allocated for these children before considering other applications.

A In Year Admissions

- 1 Children will normally be admitted into the year group relevant to the child's age. Requests for being educated in another year group may be discussed with the head teacher of the allocated school who will make a decision regarding the best educational provision in consultation with parents and other relevant professionals. Only in exceptional circumstances would a request for admission into other year groups be considered on an individual basis at the time of application.
- 2 Separate guidance applies to requests for the deferred entry of summer born children into the reception year in a primary or infant school. Further guidance can be found in the City of York Admissions Policy on Delayed and Deferred Admission to Primary School.
- 3 Parent/carers may apply for a change of school for their child at any time. Where a change of school is required due to relocation, a place may be allocated and taken up once the receiving school has been able to make suitable arrangements. However, where a change of school has been requested for other reasons and the child's current school is within a reasonable travelling distance, it is expected that the start date will be at the start of a new half term or other suitable day.
- 4 Applications can be made by York residents at any time online at www.york.gov.uk/schooladmissions or by completing a paper 'School admissions application for an in year change of school' form, which can be obtained from the School Services team, online, or from a City of York school.

- 5 When making an application, parent/carers are advised to supply any additional information that may be required to the admissions authority by emailing education@york.gov.uk with the child's details. For example, additional information will need to be provided when applying on the basis of being 'previously looked after' or having exceptional social or medical needs which relate to the preferred school. Further guidance on additional information can be found in the [Guide for Parents](#).
- 6 Applicants are advised to consider their 'catchment' school when making an application. If the place your child is allocated is at a school which you are not in the catchment area for, or if you move out of the catchment area you now reside in, then you may have less chance of being successful when applying for any younger siblings. Catchment areas are designated by the Local Authority and are made available to applicants in the [Guide to School Catchment Areas](#), online at www.york.gov.uk and upon request from the School Services team.
- 7 Any school's resources, such as teachers and classrooms, have to be used carefully to ensure the best possible standards for education and a safe environment. If no limit were set on the number of children that can go to a school each year these standards could not be maintained. Infant Class Size legislation may also limit the number of pupils that can be admitted in Reception, Year 1 and Year 2.
- 8 The availability of school places in the relevant class or year group at the applicant's preferred school(s) will be the primary factor in determining whether or not preferences are successful.
- 9 Although each school does have a planned admission number – that is the number of places the school expects to offer – this number only applies for preferences submitted in the year of entry. The year of entry is Reception for primary and infant schools, Year 3 for junior schools and Year 7 for secondary schools. Although a planned admission number may help set class organisation in later years, decisions will be made primarily on class organisation.

- 10 Where it is determined by the admissions authority that there is not an available place, this will be because it is the view of the admissions authority that the admission of any additional pupil would prejudice the provision of efficient education or the efficient use of resources.
- 11 Where there is an available space and there are no other applications for this place, the place will be offered to the applicant.
- 12 Where there is an available space and there are more applications for a place than places available, priority is given to certain categories of children according to the oversubscription criteria which are listed in Section B of this policy.
- 13 A place may be refused even if the numbers on roll in the relevant year group are lower than the planned admission number. Places may also be refused if the numbers on roll in the whole school mean the admission of an addition child would be detrimental.
- 14 If there are no available places in a preferred class or year group, places may not be offered, particularly if another school could reasonably be offered. Applicants may therefore wish to contact schools in advance to see if places are available or seek the advice of the School Services team by email education@york.gov.uk, online at www.york.gov.uk/schooladmissions or by calling 01904 551 554.
- 15 Applicants may be successful in obtaining a place at a school that does not serve the local 'catchment' area in which they live. If allocated a place at such a school, applicants will be responsible for travel arrangements and the costs of travel to and from school.

B Oversubscription criteria

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

Where there is an available space and more applications for a place than places available, priority is given to certain categories of children. The oversubscription criteria set out below will be used to prioritise all applicants who have applied for a place at a school in these circumstances in the following priority order:

- 1 **Children who are either currently or have previously been 'looked after'**. This applies to all children who are currently in the care of a local authority and all children who have been adopted from local authority care (subject to an adoption, residence or special guardianship order);
- 2 **Children who live within the catchment area normally served by the preferred school, with a sibling at the preferred school at the time of admission.** Catchment areas are designated by the Local Authority and are made available to parent/carers in the [Guide to School Catchment Areas](#), online at www.york.gov.uk, and upon request from the School Services team. Siblings are defined as brothers or sisters living in the same house, as their primary place of residence (including half- and step-brothers or sisters);
- 3 **Children who live within the catchment area normally served by the preferred school.** Catchment areas are designated by the Local Authority and are made available to parent/carers in the [Guide to School Catchment Areas](#), online at www.york.gov.uk, and upon request from the School Services team;
- 4 **Children considered by the admissions authority to have exceptional social or medical needs which relate to the preferred school.** The admissions authority may consult with other medical or educational professionals for a further opinion as to whether the child should be allocated a place at the preferred school due to a particular medical condition or social need;

- 5 **Children with a sibling at the preferred school at the time of admission.** Siblings are defined as brothers or sisters living in the same house, as their primary place of residence (including half- and step-brothers or sisters);
- 6 **Children who live closest to the preferred school using the nearest available safe walking route.** Distances are measured by a GIS mapping system from the child's home address to the entrance of the school.

Where there are fewer places than children in an oversubscription priority as above, places will be allocated to the child(ren) who also fulfil the next highest priority.

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

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

C Appeals

- 1 Applicants refused a place at a school have the right of appeal. Appeals are heard by an independent appeals panel and their decisions are legally binding. Applicants who wish to appeal should contact the School Services team to request the correct appeal form. Appeals are planned to be held within 30 school days of an appeal being lodged.

- 2 Applicants will only be able to appeal once for a place at a given school in any one school year, unless there is a major change in circumstances of the applicant or any significant new information is available which was not available at the original hearing.

D False Information

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

E Fair Access

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

F Waiting List

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

Should applicants wish to remain on a waiting list for a future school year, they should submit a new application 20 school days before the end of the current school year.

- 2 Each waiting list will contain all the unsuccessful preferences, and ranked in accordance with the relevant oversubscription criteria for

that school according to the applicant's current circumstances where these circumstances have been provided to the admissions authority.

- 3 Each additional applicant, or change in circumstances of an applicant, will require the waiting list to be reordered in accordance with the relevant oversubscription criteria.
- 4 Should a place become available whilst the waiting list is in operation, make available a place to the applicant on the top of the waiting list on the day the place became available. Applicants will be given a reasonable period of time to make a decision as to whether they wish to accept the place.

G Contact details for correspondence

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

H City of York Community and Voluntary Controlled Schools

Acomb Primary (Community, 5-11)
 Archbishop of York's CE Junior (Voluntary Controlled, 7-11)
 Badger Hill Primary (Community, 5-11)
 Bishopthorpe Infant (Community, 5-7)
 Burton Green Primary (Community, 5-11)
 Canon Lee School (Community, 11-16)
 Carr Infant (Community, 5-7)
 Carr Junior (Community, 7-11)
 Clifton Green Primary (Community, 5-11)

Clifton with Rawcliffe Primary (Community, 5-11)
Copmanthorpe Primary (Community, 5-11)
Dringhouses Primary (Community, 5-11)
Dunnington CE Primary (Voluntary Controlled, 5-11)
Elvington CE Primary (Voluntary Controlled, 5-11)
Fishergate Primary (Community, 5-11)
Fulford School (Community, 11-18)
Headlands Primary (Community, 5-11)
Hempland Primary (Community, 5-11)
Hob Moor Community Primary (Community, 5-11)
Huntington School (Community, 11-18)
Joseph Rowntree School (Voluntary Controlled, 11-18)
Knavesmire Primary (Community, 5-11)
Lakeside Primary (Community, 5-11)
Lord Deramore's CE Primary (Voluntary Controlled, 5-11)
Millthorpe School (Community, 11-16)
Naburn CE Primary (Voluntary Controlled, 5-11)
Osbalwick Primary (Community, 5-11)
Park Grove Primary (Community, 5-11)
Poppleton Road Primary (Community, 5-11)
Ralph Butterfield Primary (Community, 5-11)
Rufforth Primary (Community, 5-11)
Scarcroft Primary (Community, 5-11)
Skelton Primary (Community, 5-11)
St Barnabas' CE Primary (Voluntary Controlled, 5-11)
St Mary's CE Primary (Voluntary Controlled, 5-11)
St Oswald's CE Primary (Voluntary Controlled, 5-11)
St Paul's CE Primary (Voluntary Controlled, 5-11)
Stockton on the Forest Primary (Community, 5-11)
Tang Hall Primary (Community, 5-11)
Westfield Primary Community (Community, 5-11)
Wigginton Primary (Community, 5-11)
Woodthorpe Primary (Community, 5-11)
Yearsley Grove Primary (Community, 5-11)
York High School (Community, 11-16)

[View school contact details](#)

Admissions Policy on Delayed and Deferred Admission to Primary School

October 2015

Introduction

- 1 This policy applies to those schools where the City of York Council is the [admissions authority](#) – that is all community and voluntary controlled primary and infant schools within the City of York area. It applies only to applications within the primary admissions round, that is when applying for a place in Reception as the normal year of entry to start primary or infant school for the first time.
- 2 This policy may also be adopted by other admissions authorities wishing to reflect the aims of this policy in their own admission arrangements. A list of these schools is available in [Section J](#).
- 3 This policy complies with and operates within the City of York Coordinated Admissions Scheme for Primary and Infant Schools in the City of York Local Authority area.
- 4 This policy complies with the Department for Education School Admissions Code 2014 and all relevant guidance on the admission of summer born children into primary and infant schools.
- 5 The admission of children into the Reception year at an infant or primary school is a completely separate process to nursery admissions. Attendance at a particular nursery class or early years provider does not, unless explicitly stated in the relevant oversubscription criteria for that school, give a child any priority within the admissions policy for admission to an infant or primary school, even if the school and nursery are located on the same premises or the nursery is run by the school itself.
- 6 Advice and information for parent/carers on school admissions, including [key information that applies to all applications](#) as well as some frequently asked questions are available in the Guide for Parents which is available at www.york.gov.uk/guideforparents or upon request

from the School Services team.

- 7 The admission of children with an education, health and care plan or a statement of **special educational needs** is covered by different admission regulations, and decisions on the delayed or deferred entry to school of these children should be directed to the relevant Local Authority Special Educational Needs team.

A Admissions into Reception

- 1 Children will normally be admitted into the year group relevant to the child's age and will start full-time in the school year they turn 5. All children will be offered the opportunity of a full time place from September in the year of entry.
- 2 Children must be attending school on a full time basis when they reach **statutory school age** - at the start of the school term after the child turns 5.
 - A child born between 01 September and 31 December is of statutory school age from 01 January after they turn 5.
 - A child born between 01 January and 31 March is of statutory school age from 01 April after they turn 5.
 - A child born between 01 April and 31 August (a summer born child) is of statutory school age from 01 September after they turn 5.
- 3 Parent/carers who do not wish for their child to take up a full time place from September in the school year their child turns 5 have several options available to them, although these depend on their child's date of birth, including the right to:
 - request their child has a **part time** school place for some of the Reception year, until they are of statutory school age
 - request their child can **delay** starting school full-time until they are of statutory school age, but in the same year group

- request their child can [defer](#) starting school full-time until they are of statutory school age, but in the following year group
- 4 Information on these three options are included [Sections C-E](#) of this policy, together with an example timetable in [Section G](#).
- 5 Whether or not parent/carers decide to investigate these options further, an application for a school place for starting primary school should still be made between 12 September and 15 January in the school year a child turns 4. Further advice and information can be found in the [Guide for Parents](#) and in the relevant admissions policies, available at www.york.gov.uk/schooladmissions

B Part Time provision

- 1 After being allocated a school place on National Offer Day, parent/carers who are interested in starting their child at school on a part time basis should ask their allocated school what part time provision [can be offered](#).
- Parent/carers should inform schools of their intention to start their child on a part time basis [by 31 May](#).
- 2 Children must be attending school on a full time basis when they reach statutory school age - at the start of the school term after the child turns 5.
- A child born between 01 September and 31 December can be part time only from 01 September to 31 December.
 - A child born between 01 January and 31 March can be part time only from 01 September to 31 March.
 - A child born between 01 April and 31 August (a summer born child) can be part time for the whole first Reception year of school.

C Delayed Entry

- 1 After being allocated a school place on National Offer Day, parent/carers who are interested in delaying starting their child at school can do so only until their child is of statutory school age.
- 2 In these circumstances, parent/carers should **clearly communicate their intended start date** with their allocated school, and keep in regular contact regarding any changes to this intended date. Parent/carers should inform schools of their intention to delay their child's start date **by 31 May**. There is no need to reapply for a school place as part of the decision to delay admission into the same year group.
 - A child born between 01 September and 31 December can delay the start of full-time school no later than 01 January.
 - A child born between 01 January and 31 March can delay the start of full-time school no later than 01 April.
 - A child born between 01 April and 31 August (a **summer born** child) can delay the start of full-time school no later than 01 September. As a result of a delayed start date, this will be a place to start in Year 1. The child would then continue alongside their age-related peers for the duration of their time at school.
- 3 In the **20 school days before the intended start date**, parent/carers should contact the school to make arrangements for the admission of their child.
- 4 Should a parent/carer not contact a school in the 20 school days before an intended and/or previously communicated start date, schools should make **all reasonable efforts to contact the parent/carer** by telephone and in writing at any known physical or email addresses. In any letters after failure to establish contact, the parent/carer should

be informed that the allocated place may be withdrawn if they do not make contact within 10 school days.

[A sample letter is included as an Appendix to this policy.](#)

- 5 School places may only then be withdrawn by the admissions authority for the school, where C4 as above has been implemented fully and only where the allocated school (and, if different, the admissions authority) have tried and failed to contact a parent/carer on a number of occasions.

D Deferred Entry

- 1 Parent/Carers of [summer born children](#), that is children born between 01 April and 31 August, may [request](#) to defer their child's entry at the date of statutory school age in the following September into the Reception year – a younger year group.
- 2 Parent/Carers wishing to do this should still apply for a school place at the normal time – that is by 15 January in the school year their child turns 4. At this time parent/carers should also put in writing that they [wish to defer entry](#) for their child to start Reception in the following September, preferably by emailing education@york.gov.uk with the child's details and application reference number.

It is recommended that along with this request to the Local Authority, any [supporting information or evidence](#) parent/carers may wish to be considered is also submitted, including the written statements of any relevant professionals.

Circumstances which the admission authority will take into account include parent/carers wishes; information about the child's academic, social and emotional development; whether they have previously been educated outside their normal age group; and in the case of children born prematurely, whether they would naturally have fallen into the lower age group if born at the expected time.

- 3 The Local Authority will then share this information with the admission authorities and head teachers of the school(s) parent/carers have expressed a preference for. These admissions authorities and head teachers will then come to a decision as to whether they **support the request** for deferred entry. The final decision will be for the admissions authority to make.
- 4 The Local Authority will then write to parent/carers to confirm the result of these decisions for on-time applications by **28 February**.
- 5 If such a request is **approved** then the application and preferences originally submitted by 15 January will be withdrawn. No decisions will be made on the basis of the original application.

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

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

- 6 The decision to approve a deferral is agreed between all admissions authorities that are part of this policy and process, namely schools for which the City of York Council is the admissions authority and those schools listed in **Section J** who have chosen to adopt this policy. Should parent/carers in later years apply for a school place for their child in a different chronological year group than their age-related peers, any decision made under this policy is **not binding** on other admissions authorities.

- 7 When starting school the following September all summer-born children who have deferred entry will have already reached the age of 5 and so will be of statutory school age from the **first day** of the school year. These children will continue to be one school year behind their age-related peers for the duration of their time at school in York.
- 8 If the request is **not approved**, parent carers will be notified of the results of their original application and preferences from 16 April. The options open to parent/carers in these circumstances are outlined above in **Sections B-C**.

E Late Deferral Requests

- 1 Applications to **defer** received after the closing date of 15 January in the school year the child turns 4 will be treated as late requests – and may not receive a decision by the 28 February as is intended for on-time requests.
- 2 Where possible such late requests will be dealt with within an intended **six weeks** from receiving the request. However, school term times and statutory obligations and deadlines such as National Offer Day and the admission appeals period may delay this.
- 3 Should a request be received after the allocation of places, any subsequent agreed deferral would mean the **original offer of a school place is withdrawn** and that school place may be offered to another child from the waiting list for that school if applicable.
- 4 Late requests received after the first day of the school year, and always where a child had started attending a school, should first be discussed by the allocated school and parent/carers. Following these discussions, should both school and parent/carers agree, the deferral process shall be followed as above.

F Complaints

Parent/carers may, should they disagree with the admissions authority about the decision to refuse their summer born child a deferral to the following school year, put their [complaint in writing](#) and follow the relevant complaints process for the Local Authority or school (whomever is the admissions authority). There is no statutory right of appeal against a decision.

G Timetable

In the school year the child turns 4 years old	
by 12 September	Opening date for applications for all applicants, including those that wish to delay entry and those that wish to defer entry. 'School admissions application for Primary School in September 2017' form made available and online applications start to be accepted at www.york.gov.uk/schooladmissions
15 January	Closing date for all applications. Those summer born children wishing to defer entry should also by this date write to the admissions authority to formally request a deferral including any reasons, and documentation from relevant professionals.
15 January – 28 February	Any requests for children to defer entry (along with any information provided) will be sent by the Local Authority to the head teachers of all schools relevant to the application. Head teachers will be asked, on the basis of the information provided, whether they support the parent's request. The Local Authority will collate these responses, with the final decision being made by admissions

	authority (for community and voluntary controlled schools the Local Authority is the admissions authority).
by 28 February	The Local Authority will inform those who have requested to defer by 15 January whether this has been approved or refused. If approved, the original application will be withdrawn and a new application must be made in the next school year.
16 April (or the next working day)	National Offer Day for all remaining applicants. Those summer born children who have had a deferral agreed will not receive an offer of a school place and must apply again in the next school year.
16 April – 31 May	Parent/Carers of children wishing to delay the start of full time education to communicate and agree with their allocated school their child's start date by 31 May. Parent/Carers interested in what part time school may be available should also request this by 31 May.
In the school year the child turns 5 years old	
Start of the Autumn Term	Start of the school year. All children may start full time school from the start of the autumn term.
by 12 September	Opening date for applications for summer born children who have had a deferral agreed in the previous year. 'School admissions application for Primary School in September 2017' form made available and online applications start to be accepted at www.york.gov.uk/schooladmissions . Parents should make clear in their application that a deferral has previously been agreed as the date of birth will fall outside the normal date of birth range for the required admissions round .
Start of the Spring Term	Children born between 01 September and 31 December may not delay the start of full time school beyond this date as they will have reached statutory school age.

15 January	Closing date for applications for summer born children who have had a deferral agreed in the previous year.
Start of the Summer Term	Children born between 01 January and 31 March may not delay the start of full time school beyond this date as they will have reached statutory school age.
16 April (or the next working day)	National Offer Day for applications for summer born children who have had a deferral agreed in the previous year.
In the school year the child turns 6 years old	
Start of the Autumn Term	<p>Children born between 01 April and 31 August (summer born children) may not delay the start of full time school beyond this date as they will have reached statutory school age.</p> <p>Those that have delayed entry to this date will start in Year 1. Those that have deferred entry to this date will start in the Reception year.</p>

H Contact details for correspondence

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

I

City of York Community and Voluntary Controlled Primary and Infant Schools

Acomb Primary
Badger Hill Primary
Bishopthorpe Infant
Burton Green Primary
Carr Infant
Clifton Green Primary
Clifton with Rawcliffe Primary
Copmanthorpe Primary
Dringhouses Primary
Dunnington CE Primary
Elvington CE Primary
Fishergate Primary
Headlands Primary
Hempland Primary
Hob Moor Community Primary
Knavesmire Primary
Lakeside Primary
Lord Deramore's CE Primary
Naburn CE Primary
Osbalwick Primary
Park Grove Primary
Poppleton Road Primary
Ralph Butterfield Primary
Rufforth Primary
Scarcroft Primary
Skelton Primary
St Barnabas' CE Primary
St Mary's CE Primary
St Oswald's CE Primary
St Paul's CE Primary
Stockton on the Forest Primary
Tang Hall Primary

Westfield Primary Community
Wigginton Primary
Woodthorpe Primary
Yearsley Grove Primary

[View school contact details](#)

J Other schools who have adopted this policy

Haxby Road Primary Academy
Heworth CE Primary VA
Huntington Primary Academy
New Earswick Primary VA
Our Lady Queen of Martyrs RC Primary VA
Poppleton Ousebank Primary Academy
Robert Wilkinson Primary Academy
St Aelred's RC Primary VA
St George's RC Primary VA
St Lawrence's CE Primary VA
St Wilfrid's RC Primary VA
Wheldrake with Thorganby CE Primary VA

Delayed entry – sample letter when parent/carers have failed to contact the school after an intended/previously communicated start date

01 September 2015

Dear Parent/Carer,

Re: Delayed entry to <School> for <Child Name>

I am writing to you after we have failed to make contact with you by telephone regarding <Child Name>'s delayed entry to Reception and intended start date at our school.

We ask that in these circumstances, parent/carers contact the school to confirm your plans within 20 school days of the start date, and communicate any changes of circumstances to the school as soon as possible throughout the school year. This enables us to adequately plan for <Child Name>'s admission in the Reception year.

According to our records, you last informed us on <date informed> that you intended to delay the start date of <Child Name> from the start of the school year in September 2015 until <intended date>.

As we have now passed this date, we have yet to hear from you and our attempts at making contact with you have failed, I would be grateful if you could contact us **as soon as possible** to confirm your intended start date for <Child Name> at our school.

It may be that you now have moved address, or arranged for a school place for <Child Name> elsewhere. If this is the case please contact us so we can formally withdraw this school place and offer it to another child.

Should you fail to respond to this letter, and not make contact with us by <date 10 school days from receipt of this letter> this school place may be withdrawn by the admissions authority for the school, which is City of York Council.

Yours sincerely,

<Head teacher>