

Notice of meeting of

Decision Session - Executive Member for Education, Children and Young People

To: Councillor K Myers

Date: Tuesday, 22 January 2019

Time: 4.00 pm

Venue: The Auden Room - Ground Floor, West Offices (G047)

AGENDA

Notice to Members – Post Decision Calling In:

Members are reminded that, should they wish to call in any item* on this agenda, notice must be given to Democratic Services by **4:00pm on Thursday, 24 January 2019.**

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

Written representations in respect of items on this agenda should be submitted to Democratic Services by at **5.00pm on Friday, 17 January 2019.**

1. Declarations of Interest

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

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

which he 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 20 February 2018.

3. Public Participation

At this point in the meeting, members of the public who have registered to speak can do so. The deadline for registering is **5.00pm on Monday, 21 January 2019**. Members of the public can speak on agenda items or matters within the Executive Member's remit.

To register to speak please contact the Democracy Officer for the meeting, on the details at the foot of the agenda.

Filming, Recording or Webcasting Meetings

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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/11406/protocol_for_webcasting_filming_and_recording_of_council_meetings_20160809

4. Coordinated Admissions Schemes and Admission Arrangements for the 2020-2021 School Year (Pages 3 - 180)

This report seeks approval for proposed admissions policies and admissions numbers in community and voluntary controlled schools and for co-ordinated admissions schemes in the City of York area, with regard to the school year beginning in September 2020.

Note: Annexes J-Z and Annex AA to this report have not been included in the printed agenda papers but are available to view with the published agenda on the website.

5. Urgent Business

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

Democracy Officer:

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

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

Contact details are set out above.

This information can be provided in your own language.

我們也用您們的語言提供這個信息 (Cantonese)

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

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

Bu bilgiyi kendi dilinizde almanız mümkündür. (Turkish)

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

 (01904) 551550

City of York Council

Committee Minutes

Meeting	Decision Session - Executive Member for Education, Children and Young People
Date	20 February 2018
Present	Councillor Mercer

27. Declarations of Interest

The Executive Member confirmed that she had no personal interests not included on the Register of Interests, nor any prejudicial interests or disclosable pecuniary interests, to declare in the business on the agenda.

28. Minutes

Resolved: That the minutes of the Decision Session held on 16 January 2018 be approved and signed as a correct record.

29. Public Participation

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

30. Term dates for the 2019/20 School Year

The Executive Member considered a report which presented draft term dates for local authority schools in York for the 2019/20 school year, and proposed a strategy for setting future term dates alongside neighbouring local authorities (LAs).

A co-ordinated approach towards setting school term dates had been in place since 2012 across 25 LAs in the North East, Yorkshire and Humber regions. The principles of this approach were set out in Annex B to the report.

Throughout 2017, Officers had worked with neighbouring LAs to further the regional use of these principles for future school years.

The draft dates for 2019/20, attached at Annex A, had been produced in accordance with the principles. Following a sub-regional meeting in November 2017, officers from North Yorkshire County Council and East Riding of Yorkshire Council had drafted identical dates and had agreed to recommend to their LAs that in future years they co-ordinate the release of these dates collectively and look at setting several years of draft dates in advance.

Resolved: (i) That the draft term dates set out in Annex A to the report be approved.

Reason: To meet the statutory requirements of the Education Act 2012 (Section 32) and other related legislation.

(ii) That the principles of setting future term dates that were previously agreed between 25 local authorities, as set out in Annex B, be approved.

Reason: To mitigate the impact of varying term dates on those families who live, go to school, or are employed by schools, in more than one local authority area.

Cllr Mercer, Executive Member

[The session started at 4.00 pm and finished at 4.05 pm].



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

22 January 2019

Report of the Corporate Director of Children, Education and Communities

**Coordinated admissions schemes and admission
arrangements for the 2020-2021 school year**

Summary

1. This report seeks approval of the admissions policies and published admission numbers for community and voluntary controlled schools – schools for whom the City of York Council is the admission authority – for the school year beginning in September 2020.
2. It also seeks approval of the coordinated admissions schemes for the City of York area – for which the City of York Council is the coordinating Local Authority – for applications to start the school year beginning in September 2020.

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 2020-2021 school year, as set out in Annexes B-I and AB-AF
 - proposed published admission numbers for all City of York Council schools for the school year beginning in September 2020, 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 admission authority to carry out a consultation each year on admission arrangements where these have changed, or at least once every seven years. Admission arrangements include the admissions policy and the published admission number (PAN) for each school.
5. In the case of maintained schools, the admission authority is the Local Authority (LA), whilst for voluntary aided or academy schools it is the governing body or academy trust of the school.
6. As academies have come together in multi-academy trusts (MATs), the admission arrangements have been increasingly set by the trust boards of these MATs as the admission authority for all schools within the MAT. As the number of academies in York has increased and resulted in larger trusts, the centralisation of the policy and admissions functions has become more prevalent. However, in some cases the matter for setting an individual school's admission arrangements may be delegated to the Local Governing Committee of an individual academy.
7. Admissions policies detail what information should be provided by applicants and how preferences will be ordered according to the oversubscription criteria should schools be oversubscribed – that is where there are more applications for places than there are places available.
8. PANs are important because they relate to the maximum number of children it is intended to admit in the year of entry (reception in primary and infant schools, year 3 in junior schools, and year 7 in secondary schools). For year 12 entry in secondary schools, this number is the intended number of external applicants to be admitted, that is excluding those that attended Year 11 at that school who meet the required academic standards for and continue into Year 12.
9. Separate from the responsibility to set admission arrangements for its schools, it is also the duty of the LA to have in place area-wide coordinated admissions schemes for each coordinated year of entry. These schemes apply to all state funded schools in the LA area and detail how and when applications can be made and how coordination between admission authorities and local authorities will take place.

Consultation

10. After an invitation from the LA, all admission authorities in the LA area again agreed to take part in a joint consultation to provide parents, schools and other interested parties with all admissions arrangements for 2020-2021 in one place.
11. LA officers continue to work with the school leadership teams of those schools that have either recently converted to academy status, or those that are due to convert shortly, in preparation for when the LA ceases to be the admission authority for these schools.
12. LA officers have continued to support MATs and existing academies with the formulation of their admission arrangements, many of which now have arrangements that are operationally identical to the LA's own arrangements. Building upon work which was jointly undertaken in 2017 with partner admission authorities, officers have continued to work with trusts in the development and maintenance of common definitions and practices between the policies of these schools, the LA, and the MATs that the LA supports with the formation of their admission arrangements.
13. This work not only ensures that newly converted academies have valid admission arrangements and supports schools with their new responsibilities, but also ensures that the admissions policies of all non-faith schools are, and continue to be aligned as is evident in some examples set out in the annexes to this report. This work has increased the consistency of admissions practices and arguably the equality of opportunity for residents.
14. Although coordinated by the LA, the responsibility for the formulation, determination and consultation of admission arrangements for schools for which the LA is not the admission authority remain the responsibility of the respective governing body/academy trust.
15. The School Admissions Code of Practice 2014 requires that where consultation takes place it must be for a minimum of 6 weeks between 01 October and 31 January. Determination of these admission arrangements by admission authorities must be completed by 28 February 2019 for the school year beginning in September 2020. This timeframe means that consultation on

arrangements takes place up to 23 months before children would be due to start school.

16. Neighbouring LAs, school head teachers, governing bodies, dioceses, and those that had previously expressed a continued interest in school admissions in York were sent details of the consultation. The views of residents and parent/carers were also sought, although as is common, only a small number of residents responded via online survey or in writing.
17. The consultation ran from 08 October 2018 until 01 December 2018 and included all admission arrangements for schools in the LA area for the 2020-2021 school year. Information was made widely available online and publicised by schools and the LA in newsletters, notices and on social media.
18. This year the consultation also contained refreshed versions of related policies such as the City of York In Year Admissions Policy and Coordinated Scheme, or the all-admission authority policy on the Delayed and Deferred Admission to Primary School that applies to summer born children, the Out of Cohort guidance for schools and the Secondary Fair Access Protocol. These documents were all previously consulted on and approved in previous years, and though no changes were legally necessary at this time, they were included in the consultation process as they form part of the city-wide policy landscape on access to schools and admissions.

Options

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

Admissions Policies

20. The LA has consulted with relevant admission authorities on the proposed admissions arrangements for the 2020-2021 school

year. The City of York's proposed coordinated schemes and admissions policies are set out in Annexes B–I. Policies for voluntary aided and academy schools are contained in annexes J–X. Year 12 admissions policies are contained in annexes Y–AC and further policies and guidance documents are contained in annexes AD-AF.

21. The coordinated schemes are applicable to all state funded schools in York including community, voluntary controlled, voluntary aided and academy schools.
22. The City of York admissions policy for each year of entry is applicable to all schools for which the LA is the admission authority; that is all community and voluntary controlled schools. Voluntary aided and academy schools operate their own admissions policies, though as stated above those of schools that have recently become their own admission authorities are almost identical to the admissions policies for community and voluntary controlled schools. The LA assists in the formulation and maintenance of these other policies each year whilst these schools maintain their wish for the similarity of these policies to the LA's own policies to the benefit of residents.
23. The City of York admissions policies have had few changes from those determined last year, mostly through refining some definitions and practices alongside other admission authorities as indicated above in paragraphs 12 and 13. These changes include:
 - clearer definitions around the process for admitting a child with an Education, Health and Care Plan – making clear the process is one of 'discussion' of a child's needs outside the mainstream admissions process, rather than a 'negotiation';
 - increased guidance on delayed, deferred and early entry – what parent/carers must do if their request for their child to be deferred to a lower year group be approved – that this necessitates a new application that may have a different result from one year earlier;
 - broadening the definition of a 'previously looked after child' to include provision for those children adopted after being 'looked after' outside England. The definition now employed follows guidance received from the Department for Education and would in a small number of cases nationally, allow

provision for a child adopted from the care of a non-state actor in other legal jurisdictions to be afforded the same priority as a child adopted from the care of an English Local Authority. The definition now states:

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); and all children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society;

- clarifying that the distances that are measured from home to school that form a central part of the oversubscription criteria – that the point of entry to the school grounds is that which the closest and produces the shortest possible route measurement to the preferred school;
24. All maintained schools and academies in York were asked for their comments on admission arrangements. 18 schools responded – a similar number to previous years. Overwhelming schools were supportive of the draft LA policy and the proposed PAN for their schools. One school – St Paul’s CE Primary School responded with a proposal to increase its PAN. More details on this are provided later in this report.
25. 38 consultation responses were received from members of the public, including residents, parents and early years professionals. Many comments on our admissions policies were similar in scope and included:
- that the process is “understandable, logical and fair” and “easily accessible”;
 - that the catchment area system, especially for those schools that are oversubscribed from within their catchment areas, are “a barrier to fair social mobility”;

- that “siblings should have higher priority when their brother or sister attend the school they are intending to apply to” – siblings do have a higher priority than some other applicants, but lower than those resident within the catchment area. The issue of whether local residents or siblings have the higher priority is one of national focus and affects a small number of families in York each year. The LA has looked at its own provision for siblings as recently as in 2018, and found that the current system and priority serves us well;
26. There have been only a small number of changes to the admission policies of voluntary aided and academy schools. These mostly include work in refining some definitions and practices alongside the LA and other admission authorities as indicated in paragraphs 12 and 13 above.
27. There are no notable changes in the oversubscription criteria of faith schools in the city. Some of these schools made significant changes in previous years, and some of these changes, such as a move to a feeder school criterion at All Saints RC School and simplification of distance measurement at Manor CE Academy, have yet to take effect when determining applications.

Published Admission Numbers

28. The following general principles should apply when considering increases in PANs:
- a) The school should have enough physical space to accommodate a full complement of children in each year group, based on the proposed number (or agreement from the local authority to provide additional space). Alternatively, there must be firm capital project plans in place to provide any additional accommodation required and the required funding must be secure.
 - b) The increase should form part of the agreed place planning strategy for the area. This means that there should be sufficient demand from within the school’s catchment area (if applicable), or from across the wider community, to limit the risk of drawing increased numbers of pupils away from other schools.
 - c) The proposed number should enable relatively straightforward organisation of classes, bearing in mind the infant class size limit of 30 children per fully qualified teacher for reception, year 1 and year 2 pupils.

29. The following general principles should apply when considering decreases in PANs:
- The school must still be able to accommodate demand from within their local area (catchment area, parish or priority area).
 - The requested number should enable or facilitate relatively straightforward organisation of classes, bearing in mind the infant class size limit of 30 children per fully qualified teacher for reception, year 1 and year 2 pupils.
30. Based on the principles in paragraph 28, officers propose, following investigation of potential implications, the following change to PANs:

School	Proposal	Recommendation	Reason
St Paul's CE Primary (Voluntary Controlled)	Increase PAN from 27 to 28	Approve	To support the school with use of financial resources where single year classes are under 30

Analysis – St Paul's CE Primary School

31. The LA did not at the start of the consultation propose a change of PAN, but instead received a request from the governing body to increase the published admission number from 27 to 28 from September 2020.
32. The school has previously made representations to the LA for an increase in PAN, which was raised from 25 to 27 for the school year starting in September 2017.
33. The school have also previously noted the restrictions of their building, in particular two smaller classrooms that limit the school from admitting full classes of 30 pupils in each year group and having 210 pupils on roll. The building is restrictive in its abilities to accommodate a full complement of pupils that other 'one form of entry' primary schools would be able to. The effects of providing for seven classes with funding for a maximum of 189 pupils provides this school with difficulties that primary schools of, and receiving funding for, 210 pupils in seven classes do not.

34. Throughout 2018 the school undertook a review of all its spaces, but particularly its smaller teaching spaces. This work took place alongside separately funded projects from the school's own budgets and from LA schemes to improve and maintain the school building. This approach has improved the quality of these spaces and prioritised the maximal use of all teaching spaces in order to better accommodate higher pupil numbers of 28 pupils per year.
35. As the head teacher who has driven forward a review of the school building notes "St Paul's have recently undergone a substantial refurbishment of the premises, which includes maximising use of space and classrooms, building an outdoor classroom and de-cluttering resources that are no longer used. The new space will sufficiently cater for a PAN of 28 moving forward."
36. The request to increase the PAN from 27 to 28 will have a positive impact on the schools financial position and leave the school in a better position to provide for its pupils. It will, officers believe have minimal impact on neighbouring schools, who are all operating from a position of planning for 30 pupils per class.
37. St Paul's CE Primary School is located in Primary Planning Area 4, which contains 5 schools in the west of the city. Four of the five schools within this area are often oversubscribed, with one school at the westernmost end of this area with some capacity. St Paul's CE Primary School is at the easternmost end of this planning area and often provides additional capacity for residents of nearby areas of the city, particularly in the oversubscribed South Bank area that is served by only two schools and has significant place pressures. Officers do not believe the increase of 1 place per year group, of 7 places in total, is significant enough to be potentially detrimental to any other schools.
38. The head teacher also noted in her consultation response that the increase in PAN "is key to support [the] financial stability to the school budget. Previously first choice places for St Paul's range at 22/23, and Open Day interest has attracted around 30 parents. However, this term alone we have shown a total of 49 parents for places next September, the majority of which have indicated they wish their child to be placed at St Paul's. The recent refurbishment and implementation of the new curriculum at St Paul's is having a positive impact on how parents now view the school".

39. As the head teacher has outlined to officers how the school could plan appropriately around this higher PAN within the existing school estate without any further capital investment at the school from the LA, there are no expected related costs from a decision to increase the PAN from 27 to 28. An increase in PAN will support the school to narrow the school's financial disadvantage vis-à-vis schools admitting 30 pupils per year with the same number of teachers.
40. As such officers recommend that the increase be approved for all these reasons above.
41. No other increases or decreases are being proposed by officers, nor have any additional requests been received from the governing bodies of community and voluntary controlled schools during the consultation period.

VA and Academy proposals

42. The following changes in PAN have been proposed by voluntary aided and academy schools, who are their own admission authorities.

Both proposals come from schools within the Hope Learning Trust, York.

School	Proposal
Manor CE Academy	Increase PAN from 232 to 240
Vale of York Academy	Decrease PAN from 190 to 150

Analysis – Manor CE Academy

43. Manor CE Academy is proposing to increase their PAN to 240, up from 232. The school have steadily increased the number of pupils they would admit into Year 7 over recent years, and the latest increase is to add an additional pupil into each Year 7 form group.
44. The school draws predominantly from the York High catchment area, though the school has an established 'priority area' that in many ways operates as a catchment area. The school also draws from a wider area, particularly for applicants applying for 'foundation' faith places. Predicted pupil numbers across the secondary planning area for the West of York are rising as the size

of the secondary cohorts increase generally, and further increases are expected as housing developments occur close to the school.

45. The school is judged to be outstanding by Ofsted and is popular with parents, often being oversubscribed. As the LA must work with the school community to increase the number of places offered at good or outstanding schools, and as the school has not indicated that it would require any additional spaces in order to accommodate an additional eight pupils per year, this increase could have a positive effect in decreasing the deficit of school places in future years that is planned to be a small deficit of places by 2022.
46. Officers therefore feel that the proposed increase should not be opposed.

Analysis – Vale of York Academy

47. Vale of York Academy informed the LA at the start of the consultation process of a change in PAN from 190 to 150 from the start of the 2020-2021 school year.
48. This decrease reflects the current undersubscription at the school, and the difficulty in operating a suitable number of pupils per class. The school have indicated that they would be open to reviewing and potentially raising the PAN again should there be a level of demand that was suitable to sustain a higher number of form groups. The aspirations of the school are to grow the number of pupils on roll and this has started to occur with an increased number of first preferences for September 2019, but at a level still significantly below the current PAN.
49. Predicted pupil numbers across the secondary planning area for the North of York show a continued significant surplus of places, mainly as surplus capacity at the Vale of York Academy. As the size of the secondary cohorts increase generally across the city, the forecasts – based both on preferences and local resident numbers – show no substantial further increases are expected in the numbers for this school.
50. Officers therefore feel that the proposed decrease should not be opposed.

Council Plan

51. **Prosperous City for all** – the setting of appropriate published 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.
52. **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.
53. **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 – a key responsibility of the LA.

Implications

Financial

54. There are no direct financial implications for schools or the LA resulting from determination of published admission numbers for September 2020.

Human Resources

55. There are no HR implications.

Equalities

56. There are no implications relating to equalities.

Legal

57. Under section 88C of the School Standards and Framework Act 1998 (SSFA) and Regulation 15 of the Schools Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012 the admission authority must before the beginning of each school year, determine the admission arrangements which are to apply for that year and must carry out consultation about the proposed arrangements, unless there has been no change in the admissions arrangements in any of the six preceding determination years.
58. Under Regulation 2 of the Schools Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012, "determination year" in relation to the

proposed admission arrangements for a school means the school year beginning two years before the school year to which the arrangements relate.

59. Section 88D of the SSFA requires an admission authority for a maintained school to include a determination of the number of pupils in each relevant age group that it is intended to admit to a school in that year.
60. Under Regulation 18 of the Schools Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012 (as provided by Section 92 of the SSFA) a local authority must publish on or before 15 March in the determination year, the proposed admission arrangements for any school or Academy which is intended to open in their area within the determination year.
61. Regulation 28 of the Schools Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012 requires a local authority to inform the Secretary of State on or before 28 February in the determination year whether they have secured the adoption of a qualifying scheme or not.

Crime and Disorder

62. There are no Crime and Disorder implications.

Information Technology (IT)

63. There are no IT implications.

Property

64. There are no property implications.

Other Implications

65. There are no other implications.

Risk Management

66. No direct implications.

Contact Details

Author:	Chief Officer Responsible for the report:		
Tom Chamberlain School Services Manager – Policy and Strategy Children, Education and Communities 01904 554239	Amanda Hatton Corporate Director of Children, Education and Communities		
	Report approved	√	Date 9/1/19
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	2020-2021 Proposed Published Admission Numbers
Annex B	2020-2021 Coordinated admissions scheme – applying to start infant or primary school
Annex C	2020-2021 Coordinated admissions scheme – applying to start junior school
Annex D	2020-2021 Coordinated admissions scheme – applying to start secondary school
Annex E	2020-2021 Coordinated admissions scheme – in year admissions
Annex F	2020-2021 Admissions policy – City of York Council community and voluntary controlled infant and primary schools

Annex G	2020-2021 Admissions policy – City of York Council community junior schools
Annex H	2020-2021 Admissions policy – City of York Council community and voluntary controlled secondary schools
Annex I	2020-2021 Admissions policy – In Year Admissions – City of York Council community and voluntary controlled schools
Annex J	2020-2021 Admissions policy – All Saints RC School
Annex K	2020-2021 Admissions policy – Archbishop Holgate’s CE School
Annex L	2020-2021 Admissions policy – Ebor Academy Trust
Annex M	2020-2021 Admissions policy – Heworth CE Primary School
Annex N	2020-2021 Admissions policy – Hope Learning Trust
Annex O	2020-2021 Admissions policy – Huntington Primary Academy
Annex P	2020-2021 Admissions policy – Manor CE Academy
Annex Q	2020-2021 Admissions policy – Our Lady Queen of Martyrs RC Primary School
Annex R	2020-2021 Admissions policy – Pathfinder Multi Academy Trust
Annex S	2020-2021 Admissions policy – South Bank Academy Trust
Annex T	2020-2021 Admissions policy – South York Multi Academy Trust
Annex U	2020-2021 Admissions policy – St Aelred’s RC Primary School
Annex V	2020-2021 Admissions policy – St George’s RC Primary School
Annex W	2020-2021 Admissions policy – St Lawrence’s CE Primary School
Annex X	2020-2021 Admissions policy – St Wilfrid’s RC Primary School

Annex Y	2020-2021 Admissions policy for Year 12 entry – All Saints RC School
Annex Z	2020-2021 Admissions policy for Year 12 entry – Archbishop Holgate’s CE School
Annex AA	2020-2021 Admissions policy for Year 12 entry – Fulford School
Annex AB	2020-2021 Admissions policy for Year 12 entry – Huntington School
Annex AC	2020-2021 Admissions policy for Year 12 entry – The Joseph Rowntree School
Annex AD	Admissions policy – Delayed and Deferred Admission to Primary School
Annex AE	School Admissions Fair Access Protocol – Secondary Schools
Annex AF	Guidance on educating children out of their chronological cohort

Reception Published Admission Number				
	Community and Voluntary Controlled Primary and Infant Schools	Current (2018/19)	Previously Determined (2019/20)	Proposed (2020/21)
Estab				
2386	Bishopthorpe Infant	60	60	60
2003	Carr Infant	90	90	90
2018	Clifton Green Primary	60	60	60
2013	Copmanthorpe Primary	60	60	60
2007	Dringhouses Primary	45	45	45
3152	Elvington CE Primary	20	20	20
2008	Fishergate Primary	45	45	45
2241	Headlands Primary	45	45	45
3158	Lord Deramore's Primary	30	30	30
3159	Naburn CE Primary	12	12	12
2014	Poppleton Road Primary	60	60	60
2058	Ralph Butterfield Primary	50	50	50
2349	Rufforth Primary	14	14	14
2169	Skelton Primary	20	20	20
3002	St Barnabas' CE Primary	30	30	30
3222	St Mary's CE Primary	15	15	15
3156	St Oswald's CE Primary	45	45	45
3003	St Paul's CE Primary	27	27	28
2227	Stockton on the Forest Primary	15	15	15
2017	Westfield Primary	90	90	90
2240	Wigginton Primary	40	40	40
2015	Yearsley Grove Primary	60	60	60
Voluntary Aided and Academy Primary Schools				
2000	Acomb Primary	45	45	45
2431	Badger Hill Primary	30	30	30
2024	Burton Green Primary	30	30	30
2430	Clifton with Rawcliffe Primary	90	90	90
3151	Dunnington CE Primary	30	30	30
2009	Haxby Road Primary Academy	45	45	45
2001	Hempland Primary	60	60	60
3302	Heworth CE Primary	20	20	20
2028	Hob Moor Primary	45	45	45
2180	Huntington Primary	60	60	60
2011	Knavesmire Primary	60	60	60
2428	Lakeside Primary	60	60	60
2021	New Earswick Primary	30	30	30
2176	Osbalwick Primary	60	45	45
3904	Our Lady Queen of Martyrs Primary	60	60	60
2012	Park Grove Primary	40	40	40
2029	Poppleton Ousebank Primary	60	60	60
3212	Robert Wilkinson Primary Academy	85	85	85
2016	Scarcroft Primary	45	60	60
3401	St Aelred's RC Primary	30	30	30
3402	St George's RC Primary	30	30	30
2020	St Lawrence's CE Primary	30	30	30
3403	St Wilfrid's RC Primary	40	40	40
2429	Tang Hall Primary	30	30	30
3380	Wheldrake CE Primary	30	30	30
2027	Woodthorpe Primary	60	60	60
Total Reception places available		2138	2138	2139

Year 3 Published Admission Number				
	Community Junior Schools	Current (2018/19)	Previously Determined (2019/20)	Proposed (2020/21)
3229	Carr Junior	60	60	60
Academy Junior Schools				
2002	Archbishop of York's CE Junior	90	90	90
Total Year 3 places available		150	150	150

Year 7 Published Admission Number				
	Community and Voluntary Controlled Secondary Schools	Current (2018/19)	Previously Determined (2019/20)	Proposed (2020/21)
4063	Huntington School	239	239	239
4508	Joseph Rowntree School	232	232	232
Voluntary Aided and Academy Secondary Schools				
4702	All Saints RC School	178	178	178
4500	Archbishop Holgate's CE School	243	270	270
4153	Fulford School	240	240	240
4602	Manor CE Academy	220	232	240
4229	Millthorpe School	212	212	212
4000	Vale of York Academy	190	190	150
4001	York High School	180	180	180
Total Year 7 places available		1934	1973	1941

Year 12 'External' Published Admission Number				
	Community and Voluntary Controlled Secondary Schools	Current (2018/19)	Previously Determined (2019/20)	Proposed (2020/21)
4063	Huntington School	30	30	30
4508	Joseph Rowntree School	30	30	30
Voluntary Aided and Academy Secondary Schools				
4702	All Saints RC School	35	35	35
4500	Archbishop Holgate's CE School	40	40	40
4153	Fulford School	35	35	35
Total 'external' Year 12 places available		170	170	170

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

Coordinated Admissions Scheme

Reception entry

2020 – 2021

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 2020.
- 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, admission authorities, neighbouring local authorities, parent/carers and other interested parties. It is considered within this consultation alongside the admission arrangements of all state-funded schools within the City of York area.
- 4 This scheme applies to all state-funded primary and infant schools in the City of York area who admit children at the start of Reception as the normal year of entry. It aims to ensure that within the operation of an equal preference system:
 - a) each applicant only receives one offer of a school place;
 - b) each applicant is offered the highest ranked preference school that is available; and
 - c) a single offer is made for all applicants on the same day.
- 5 This scheme applies to applications within the primary admissions round, that is when applying for a place in Reception as the normal year of entry to start primary or infant school for the first time. It does not apply to 'in-year' applications for a place at primary or infant school. In-year admissions are those that are made either during the school year, or for admission into year groups other than the normal year of entry. More information on in-year admissions can be found in the City of York In-Year Admissions Policy.

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

B Making Applications

- 1 The standard way of making applications will be online at www.york.gov.uk/schooladmissions where an online form ('the form') can be completed to apply for a school place. It is expected that most applications will be made online, but where applicants cannot apply online, they may request support from the LA, schools, or a paper application form known as the 'School admissions application for Primary School in September 2020'.
- 2 The form will be used for the purpose of admitting children into the first year of primary education by making one single application.
- 3 The form must be used as a means of expressing one or more preferences by applicants who are parent/carers resident in the City of York Local Authority (LA) area wishing to express a preference for their child:
- a) to be admitted to a school within the LA area (including Voluntary Aided Schools and Academies); and/or
 - b) to be admitted to a school located in another LA area (including Voluntary Aided Schools and Academies).
- 4 Applicants resident in other Local Authority areas should apply to the Local Authority in which they are resident and consult the coordinated admissions scheme for that Local Authority area.

- 5 The form will invite applicants to –
- a) express in rank order up to five preferences, including Voluntary Aided schools, Academies and schools outside the City of York area;
 - b) give their reasons for their preference(s); and
 - c) provide details of their child’s home address which should be the address at which the child is ordinarily resident. Further information on the address can be found in the [Guide for Parents](#).
- 6 Applicants are advised to –
- a) consider their ‘catchment’ school when expressing their preferences. Catchment areas are designated by the Local Authority and are made available to applicants in the [Guide for Parents](#), online at www.york.gov.uk, and upon request from the School Services team;
 - b) consider the implications of home to school transport when expressing their preferences. The City of York Home to School Transport Policy is made available to applicants online at www.york.gov.uk/schooltransport and upon request from the School Services team. Applicants from outside the City of York area are advised to contact the Local Authority in which they are resident regarding transport;
 - c) inform the LA if they wish to home educate their child from Reception; and
 - d) inform the LA if they intend to enrol their child in an independent school from Reception.
- 7 All preferences expressed on the form are valid applications. Voluntary Aided Schools and Academies can require applicants who nominate their school to complete a supplementary information form (SIF) or provide additional information where this is required for the admission authority to apply their oversubscription criteria to the applicant. The SIF, if required, must be returned directly to the school.

- 8 Where a Voluntary Aided School or Academy receives a SIF from a City of York resident it will not be regarded as a valid application unless the applicant has also completed the (LA) form and the school is listed as a preference on it.
- 9 If the LA receives more than one application, for example both an online and paper application, and they differ, the LA will query this with the applicant. If the LA receives an application from more than one person claiming parental responsibility for the same child, and the content of these applications differ, the LA will inform both applicants. The LA will then not process any preference(s) that differ until the applicants are either in agreement, or until one applicant can show the legal right to have their preference(s) considered over the preference(s) of the other applicant.
- 10 The closing date for applications is 15 January 2020. Completed forms must be returned to the LA including those applicants who indicate a school outside the City of York area. Completed forms can be returned to the LA via City of York infant or primary schools. Online applications must be submitted on or before the closing date for applications.

C Late Applications

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

After 15 March 2020, the LA will not accept any late applications or changes of preference or changes of circumstances and treat them as 'on-time' applications or preferences, as to do so later would

jeopardise the process of timely LA coordination.

- 3 Late applications received between the closing date for applications and the date places are offered may be applied a lower priority when determining to whom places can be offered.
- 4 Late applications received after the offer day, but before the start of the school year will be coordinated using the same arrangements and criteria as 'on-time' applications, although the availability of places will depend on where places are still available as well as the preferences of applicants.
- 5 Late applications received after the first day of the school year may be considered as 'in-year' applications, although these preferences, if unsuccessful, will be held on a waiting list until the end of the first term in line with 'on-time' applications as set out in Section G of this scheme.

D Coordinating Applications

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

York area from other Local Authorities. These preferences will be processed alongside preferences from applicants from the City of York.

- 5 The LA will provide details of all preferences expressed for Voluntary Aided and Academy schools within the City of York area to those schools for their consideration.
- 6 The LA will receive completed ranked lists of all preferences from Voluntary Aided and Academy schools within the City of York area.
- 7 The LA will provide information on all preferences, including to whom offers can be made, to other coordinating Local Authorities for applicants resident outside the City of York area.
- 8 The LA will receive information on all preferences, including to whom offers can be made, from other coordinating Local Authorities for applicants resident in the City of York area.

E Decisions on Applications

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

to the LA for the purposes of determining where a place will be offered, and be provided in accordance with the timetable laid out in this scheme.

- 4 The LA will, for those schools for which the LA is also the admission authority, rank all applicants according to the oversubscription criteria for those schools.

F Allocations

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

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

- 2 Each applicant will receive no more than one allocation of a school place. A place will be allocated at the highest ranking school named as a preference for which they are eligible for a place.
- 3 The LA, as the coordinating Local Authority for all applicants resident in the City of York area, will allocate school places on behalf of all admission authorities operating within the coordinated scheme.
- 4 The LA will provide all City of York primary and infant schools with a provisional list of the children to be allocated a place at their schools before the date on which allocations are made. This list may be amended by the LA at a later date. Schools should not contact parent/carers until after allocations have been made by the LA.

- 5 Allocations will be made on the National Offer Day, 16 April 2020.
- 6 If a place cannot be allocated at a school named as a preference, a place will be allocated at an alternative school where places are still available. This will be after all those preferencing a school have first been allocated a place. This may be a school some distance from the home address of the applicant.
- 7 No places will be held in reserve for any school.

G Waiting Lists

- 1 A waiting list will be compiled for all oversubscribed schools and kept until at least 31 December 2020.
- 2 Each waiting list will contain all the unsuccessful preferences, whether from 'on-time' or 'late' applications, and ranked in accordance with the relevant oversubscription criteria for that school according to the applicants current circumstances.
- 3 Applicants may request to be added to a waiting list for a school, even if they did not originally express a preference for that school. Requests should be provided in writing from the original applicant to the LA, who will communicate this to the admission authority for the school.
- 4 Each additional applicant, or change in circumstances of an applicant, will require the waiting list to be reordered in accordance with the relevant oversubscription criteria for that school.
- 5 The admission authority for each school shall, should a place become available whilst the waiting list is in operation, make available a place to the applicant on the top of the waiting list on the day the place became available.
- 6 The LA shall, as the coordinating Local Authority, oversee these waiting

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

H Appeals

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

I Timetable

by 12 September 2019	Guide for Parents published online at www.york.gov.uk/guideforparents
by 12 September 2019	Opening date for applications. 'School admissions application for Primary School in September 2020' form made available and online applications start to be accepted at www.york.gov.uk/schooladmissions
by 15 November 2019	Letters sent to the home addresses of children who attend a nursery or early years provider in the City of York area and who are due to start Reception in September 2020, informing parent/carers that applications should be made online by 15 January 2020. 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 2020' form.
15 January 2020	Closing date for 'on-time' applications (both online and by paper 'School admissions application for Primary School in September 2020' form)
from 16 January 2020	Applications received may be treated as 'late'
by 22 January 2020	Communicate the total number of first preferences expressed to each City of York primary and infant school
by 24 January 2020	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 24 January 2020	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 31 January 2020	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 21 February 2020	Receive completed ranked lists of all preferences from Voluntary Aided and Academy schools within the City of York area
by 21 February 2020	Last date by which Voluntary Aided and Academy schools can notify the Local Authority of an increase in the number of places to be allocated on National Offer Day. This is to allow the Local Authority good time to deliver its co-ordination responsibilities effectively. The number of places cannot be decreased below the PAN.
by 13 March 2020	First exchange of information, including to whom allocations can be made, to other coordinating Local Authorities for applicants resident outside the City of York area
by 13 March 2020	First exchange of information, including to whom allocations can be made, from other coordinating Local Authorities for applicants resident in the City of York area
by 27 March 2020	Final exchange of information, including to whom allocations can be made, to other coordinating Local Authorities for applicants resident outside the City of York area
by 27 March 2020	Final exchange of information, including to whom allocations can be made, from other coordinating Local Authorities for applicants resident in the City of York area
by 14 April 2020	Provide all City of York primary and infant schools with a provisional list of the children to be allocated a place at their schools.
16 April 2020	Allocations communicated to City of York resident applicants by email and/or by letter

27 April 2020 – 31 August 2020	Communicate adjustments to allocations to schools and other admission authorities
20 May 2020	Deadline for return of appeal papers for 'on-time' applicants
1 June 2020 – 17 July 2020	Admissions appeals for 'on-time' applicants
September 2020	Start of the school year
31 December 2020	Earliest date waiting lists may close – the exact date for each admission authority may vary according to their admissions arrangements.

J Contact details for correspondence

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

K City of York Primary and Infant Schools

Acomb Primary (Academy, 5-11)
 Badger Hill Primary (Academy, 5-11)
 Bishopthorpe Infant (Community, 5-7)
 Burton Green Primary (Academy, 5-11)
 Carr Infant (Community, 5-7)
 Clifton Green Primary (Community, 5-11)
 Clifton with Rawcliffe Primary (Academy, 5-11)
 Copmanthorpe Primary (Community, 5-11)

Dringhouses Primary (Community, 5-11)
Dunnington CE Primary (Academy, 5-11)
Elvington CE Primary (Voluntary Controlled, 5-11)
Fishergate Primary (Community, 5-11)
Haxby Road Primary (Academy, 5-11)
Headlands Primary (Community, 5-11)
Hempland Primary (Academy, 5-11)
Heworth CE Primary (Academy, 5-11)
Hob Moor Community Primary (Academy, 5-11)
Huntington Primary (Academy, 5-11)
Knavesmire Primary (Academy, 5-11)
Lakeside Primary (Academy, 5-11)
Lord Deramore's CE Primary (Voluntary Controlled, 5-11)
Naburn CE Primary (Voluntary Controlled, 5-11)
New Earswick Primary (Academy, 5-11)
Osbalwick Primary (Academy, 5-11)
Our Lady Queen of Martyrs RC Primary (Voluntary Aided, 5-11)
Park Grove Primary (Academy, 5-11)
Poppleton Ousebank (Academy, 5-11)
Poppleton Road Primary (Community, 5-11)
Ralph Butterfield Primary (Community, 5-11)
Robert Wilkinson Primary (Academy, 5-11)
Rufforth Primary (Community, 5-11)
Scarcroft Primary (Academy, 5-11)
Skelton Primary (Community, 5-11)
St Aelred's RC Primary (Voluntary Aided, 5-11)
St Barnabas' CE Primary (Voluntary Controlled, 5-11)
St George's RC Primary (Voluntary Aided, 5-11)
St Lawrence's CE Primary (Academy, 5-11)
St Mary's CE Primary (Voluntary Controlled, 5-11)
St Oswald's CE Primary (Voluntary Controlled, 5-11)
St Paul's CE Primary (Voluntary Controlled, 5-11)
St Wilfrid's RC Primary (Voluntary Aided, 5-11)
Stockton on the Forest Primary (Community, 5-11)
Tang Hall Primary (Academy, 5-11)
Westfield Primary Community (Community, 5-11)
Wheldrake with Thorganby CE Primary (Academy, 5-11)

Wigginton Primary (Community, 5-11)
Woodthorpe Primary (Academy, 5-11)
Yearsley Grove Primary (Community, 5-11)

[View school contact details](#)

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Junior Schools in the City of York Local Authority area

Coordinated Admissions Scheme

Year 3 entry

2020 – 2021



CITY OF
YORK
COUNCIL

A Introduction

- 1 This coordinated scheme provides a framework for a fair and open way of determining applications to start junior school in September 2020.
- 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, admission authorities, neighbouring local authorities, parent/carers and other interested parties. It is considered within this consultation alongside the admission arrangements of all state-funded schools within the City of York area.
- 4 This scheme applies to all state-funded junior schools in the City of York area who admit pupils at the start of Year 3 as the normal year of entry. It aims to ensure that within the operation of an equal preference system:
 - a) each applicant only receives one offer of a school place;
 - b) each applicant is offered the highest ranked preference school that is available; and
 - c) a single offer is made for all applicants on the same day.
- 5 This scheme applies to applications within the junior admissions round, that is when applying for a place in Year 3 as the normal year of entry to start junior school for the first time. It does not apply to 'in-year' applications for a place at junior or primary school. In-year admissions are those that are made either during the school year, or for admission into year groups other than the normal year of entry. More information on in-year admissions can be found in the City of York In-Year Admissions Policy.

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

B Making Applications

- 1 The standard way of making applications will be online at www.york.gov.uk/schooladmissions where an online form ('the form') can be completed to apply for a school place. It is expected that most applications will be made online, but where applicants cannot apply online, they may request support from the LA, schools, or a paper application form known as the 'School admissions application for Junior School in September 2020'.
- 2 The form will be used for the purpose of admitting pupils into the first year of junior education by making one single application.
- 3 The form must be used as a means of expressing one or more preferences by applicants who are parent/carers resident in the City of York Local Authority (LA) area wishing to express a preference for their child:
- a) to be admitted to a school within the LA area (including Voluntary Aided Schools and Academies); and/or
 - b) to be admitted to a school located in another LA area (including Voluntary Aided Schools and Academies).
- 4 Applicants resident in other Local Authority areas should apply to the Local Authority in which they are resident and consult the coordinated admissions scheme for that Local Authority area.

- 5 The form will invite applicants to –
- a) express in rank order up to five preferences, including Voluntary Aided schools, Academies and schools outside the City of York area;
 - b) give their reasons for their preference(s); and
 - c) provide details of their child’s home address which should be the address at which the child is ordinarily resident. Further information on the address can be found in the [Guide for Parents](#).
- 6 Applicants are advised to –
- a) consider their ‘catchment’ school when expressing their preferences. Catchment areas are designated by the Local Authority and are made available to applicants in the [Guide for Parents](#), online at www.york.gov.uk and upon request from the School Services team;
 - b) consider the implications of home to school transport when expressing their preferences. The City of York Home to School Transport Policy is made available to applicants online at www.york.gov.uk/schooltransport and upon request from the School Services team. Applicants from outside the City of York area are advised to contact the Local Authority in which they are resident regarding transport;
 - c) inform the LA if they wish to start or to continue to home educate their child from Year 3; and
 - d) inform the LA if they intend to enrol their child in an independent school from Year 3.
- 7 All preferences expressed on the form are valid applications. Voluntary Aided Schools and Academies can require applicants who nominate their school to complete a supplementary information form (SIF) or provide additional information where this is required for the admission authority to apply their oversubscription criteria to the applicant. The SIF, if required, must be returned directly to the school.

- 8 Where a Voluntary Aided School or Academy receives a SIF from a City of York resident it will not be regarded as a valid application unless the applicant has also completed the (LA) form and the school is listed as a preference on it.
- 9 If the LA receives more than one application, for example both an online and paper application, and they differ, the LA will query this with the applicant. If the LA receives an application from more than one person claiming parental responsibility for the same child, and the content of these applications differ, the LA will inform both applicants. The LA will then not process any preference(s) that differ until the applicants are either in agreement, or until one applicant can show the legal right to have their preference(s) considered over the preference(s) of the other applicant.
- 10 The closing date for applications is 15 January 2020. Completed forms must be returned to the LA including those applicants who indicate a school outside the City of York area. Completed forms can be returned to the LA via City of York infant or primary schools. Online applications must be submitted on or before the closing date for applications.

C Late Applications

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

After 15 March 2020, the LA will not accept any late applications or changes of preference or changes of circumstances and treat them as 'on-time' applications or preferences, as to do so later would

jeopardise the process of timely LA coordination.

- 3 Late applications received between the closing date for applications and the date places are offered may be applied a lower priority when determining to whom places can be offered.
- 4 Late applications received after the offer day, but before the start of the school year will be coordinated using the same arrangements and criteria as 'on-time' applications, although the availability of places will depend on where places are still available as well as the preferences of applicants.
- 5 Late applications received after the first day of the school year may be considered as 'in-year' applications, although these preferences, if unsuccessful, will be held on a waiting list until the end of the first term in line with 'on-time' applications as set out in Section G of this scheme.

D Coordinating Applications

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

York area from other Local Authorities. These preferences will be processed alongside preferences from applicants from the City of York.

- 5 The LA will provide details of all preferences expressed for Voluntary Aided and Academy schools within the City of York area to those schools for their consideration.
- 6 The LA will receive completed ranked lists of all preferences from Voluntary Aided and Academy schools within the City of York area.
- 7 The LA will provide information on all preferences, including to whom offers can be made, to other coordinating Local Authorities for applicants resident outside the City of York area.
- 8 The LA will receive information on all preferences, including to whom offers can be made, from other coordinating Local Authorities for applicants resident in the City of York area.

E Decisions on Applications

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

to the LA for the purposes of determining where a place will be offered, and be provided in accordance with the timetable laid out in this scheme.

- 4 The LA will, for those schools for which the LA is also the admission authority, rank all applicants according to the oversubscription criteria for those schools.

F Allocations

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

Where the pupil is eligible for a place at two or more of the nominated schools, they will be allocated a place at whichever of these schools is the highest ranked preference.
- 2 Each applicant will receive no more than one allocation of a school place. A place will be allocated at the highest ranking school named as a preference for which they are eligible for a place.
- 3 The LA, as the coordinating Local Authority for all applicants resident in the City of York area, will allocate school places on behalf of all admission authorities operating within the coordinated scheme.
- 4 The LA will provide all City of York junior schools with a provisional list of the pupils to be allocated a place at their schools before the date on which allocations are made. This list may be amended by the LA at a later date. Schools should not contact parent/carers until after allocations have been made by the LA.
- 5 Allocations will be made on the National Offer Day, 16 April 2020

- 6 If a place cannot be allocated at a school named as a preference, a place will be allocated at an alternative school where places are still available. This will be after all those preferencing a school have first been allocated a place. This may be a school some distance from the home address of the applicant.
- 7 No places will be held in reserve for any school.
- 8 Allocations will be made to all City of York pupils even if parent/carers have not applied for a school place as the LA has a responsibility to ensure a school place is available for every pupil. Allocations will not be made where a parent/carer has informed the LA that they intend to either continue or start to –
 - a) educate their child at home; or
 - b) educate their child at an independent school.

G Waiting Lists

- 1 A waiting list will be compiled for all oversubscribed schools and kept until at least 31 December 2020.
- 2 Each waiting list will contain all the unsuccessful preferences, whether from 'on-time' or 'late' applications, and ranked in accordance with the relevant oversubscription criteria for that school according to the applicants current circumstances.
- 3 Applicants may request to be added to a waiting list for a school, even if they did not originally express a preference for that school. Requests should be provided in writing from the original applicant to the LA, who will communicate this to the admission authority for the school.
- 4 Each additional applicant, or change in circumstances of an applicant, will require the waiting list to be reordered in accordance with the relevant oversubscription criteria for that school.

- 5 The admission authority for each school shall, should a place become available whilst the waiting list is in operation, make available a place to the applicant on the top of the waiting list on the day the place became available.
- 6 The LA shall, as the coordinating Local Authority, oversee these waiting lists in partnership with schools that are their own admission authority and other Local Authorities. The LA requires other admission authorities to inform the LA when places may become available, so that a coordinated allocation may be made by the LA on behalf of all schools within this coordinated scheme, and to ensure that each pupil is only allocated one school place.

H Appeals

- 1 Where an applicant has been refused a place at a school of their preference, the applicant will be offered the statutory right of appeal against the decision of the admission authority for the preference school.
- 2 Applicants may appeal for a school, even if they did not originally express a preference for that school.
- 3 The refusal letter will contain the reason why the preference was refused by the admission authority for the preference school and what steps the applicant needs to take in order to appeal against this decision.
- 4 Where there is more than one applicant appealing for a school these will be 'grouped appeals' for the first stage wherever possible.

- 5 Where the appeal is for a school in another Local Authority area, where local appeal arrangements may differ from the above, the applicant will be advised to contact that Local Authority to further discuss the appeals process.
- 6 The outcome of the appeals process may mean there are further variations to the allocation of places at all schools. All changes will be communicated between the various admission authorities operating within this scheme, including the LA, schools that are their own admission authority, and other Local Authorities.

I Timetable

by 12 September 2019	Guide for Parents published online at www.york.gov.uk/guideforparents
by 12 September 2019	Opening date for applications. 'School admissions application for Junior School in September 2020' form made available and online applications start to be accepted at www.york.gov.uk/schooladmissions
by 15 November 2019	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 2020. 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 2020' form.
15 January 2020	Closing date for 'on-time' applications (both online and by paper 'School admissions application for Junior School in September 2020' form)
from 16 January 2020	Applications received may be treated as 'late'
by 22 January 2020	Communicate the total number of first preferences expressed to each City of York junior

	school
by 24 January 2020	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 24 January 2020	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 31 January 2020	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 21 February 2020	Receive completed ranked lists of all preferences from Voluntary Aided and Academy schools within the City of York area
by 21 February 2020	Last date by which Voluntary Aided and Academy schools can notify the Local Authority of an increase in the number of places to be allocated on National Offer Day. This is to allow the Local Authority good time to deliver its co-ordination responsibilities effectively. The number of places cannot be decreased below the PAN.
by 13 March 2020	First exchange of information, including to whom allocations can be made, to other coordinating Local Authorities for applicants resident outside the City of York area
by 13 March 2020	First exchange of information, including to whom allocations can be made, from other coordinating Local Authorities for applicants resident in the City of York area
by 27 March 2020	Final exchange of information, including to whom allocations can be made, to other coordinating Local Authorities for applicants resident outside the City of York area
by 27 March 2020	Final exchange of information, including to whom allocations can be made, from other coordinating

	Local Authorities for applicants resident in the City of York area
by 14 April 2020	Provide all City of York junior schools with a provisional list of the pupils to be allocated a place at their schools.
16 April 2020	Allocations communicated to City of York resident applicants by email and/or by letter
27 April 2020 – 31 August 2020	Communicate adjustments to allocations to schools and other admission authorities
20 May 2020	Deadline for return of appeal papers for 'on-time' applicants
1 June 2020 – 17 July 2020	Admission appeals for 'on-time' applicants
September 2020	Start of the school year
31 December 2020	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

2020 – 2021



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A Introduction

- 1 This coordinated scheme provides a framework for a fair and open way of determining applications to start secondary school in September 2020.
- 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, admission authorities, neighbouring local authorities, parent/carers and other interested parties. It is considered within this consultation alongside the admission arrangements of all state-funded schools within the City of York area.
- 4 This scheme applies to all state-funded secondary schools in the City of York area who admit pupils at the start of Year 7 as the normal year of entry. It aims to ensure that within the operation of an equal preference system:
 - a) each applicant only receives one offer of a school place;
 - b) each applicant is offered the highest ranked preference school that is available; and
 - c) a single offer is made for all applicants on the same day.
- 5 This scheme applies to applications within the secondary admissions round, that is when applying for a place in Year 7 as the normal year of entry to start secondary school for the first time. It does not apply to 'in-year' applications for a place at secondary school. In-year admissions are those that are made either during the school year, or for admission into year groups other than the normal year of entry. More information on in-year admissions can be found in the City of York In-Year Admissions Policy.

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

B Making Applications

- 1 The standard way of making applications will be online at www.york.gov.uk/schooladmissions where an online form ('the form') can be completed to apply for a school place. It is expected that most applications will be made online, but where applicants cannot apply online, they may request support from the LA, schools, or a paper application form known as the 'School admissions application for Secondary School in September 2020'.
- 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 for Parents](#), online at www.york.gov.uk, and upon request from the School Services team;
- b) consider the implications of home to school transport when expressing their preferences. The City of York Home to School Transport Policy is made available to applicants online at www.york.gov.uk/schooltransport and upon request from the School Services team. Applicants from outside the City of York area are advised to contact the Local Authority in which they are resident regarding transport;
- c) inform the LA if they wish to start or to continue to home educate their child from Year 7; and
- d) inform the LA if they intend to enrol their child in an independent school from Year 7.

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

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

- 9 If the LA receives more than one application, for example both an online and paper application, and they differ, the LA will query this with the applicant. If the LA receives an application from more than one person claiming parental responsibility for the same child, and the content of these applications differ, the LA will inform both applicants. The LA will then not process any preference(s) that differ until the applicants are either in agreement, or until one applicant can show the legal right to have their preference(s) considered over the preference(s) of the other applicant.
- 10 The closing date for applications is 31 October 2019. Completed forms must be returned to the LA including those applicants who indicate a school outside the City of York area. Completed forms can be returned to the LA via City of York primary or junior schools. Online applications must be submitted on or before the closing date for applications.

C Late Applications

- 1 Applications received after the closing date may be treated as 'late' applications by the coordinating LA and/or the admission authority.
- 2 Admission Authorities may decide to accept late applications and treat them as 'on-time' applications if this is accompanied by a satisfactory reason provided at the time of application.
- After 31 January 2020, the LA will not accept any late applications or changes of preference or changes of circumstances and treat them as 'on-time' applications or preferences, as to do so later would jeopardise the process of timely LA coordination.
- 3 Late applications received between the closing date for applications and the date places are offered may be applied a lower priority when

determining to whom places can be offered.

- 4 Late applications received after the offer day, but before the start of the school year will be coordinated using the same arrangements and criteria as 'on-time' applications, although the availability of places will depend on where places are still available as well as the preferences of applicants.
- 5 Late applications received after the first day of the school year may be considered as 'in-year' applications, although these preferences, if unsuccessful, will be held on a waiting list until the end of the first term in line with 'on-time' applications as set out in Section G of this scheme.

D Coordinating Applications

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

- 5 The LA will provide details of all preferences expressed for Voluntary Aided and Academy schools within the City of York area to those schools for their consideration.
- 6 The LA will receive completed ranked lists of all preferences from Voluntary Aided and Academy schools within the City of York area.
- 7 The LA will provide information on all preferences, including to whom offers can be made, to other coordinating Local Authorities for applicants resident outside the City of York area.
- 8 The LA will receive information on all preferences, including to whom offers can be made, from other coordinating Local Authorities for applicants resident in the City of York area.

E Decisions on Applications

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

place will be offered, and be provided in accordance with the timetable laid out in this scheme.

- 4 The LA will, for those schools for which the LA is also the admission authority, rank all applicants according to the oversubscription criteria for those schools.

F Allocations

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

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

- 2 Each applicant will receive no more than one allocation of a school place. A place will be allocated at the highest ranking school named as a preference for which they are eligible for a place.

- 3 The LA, as the coordinating Local Authority for all applicants resident in the City of York area, will allocate school places on behalf of all admission authorities operating within the coordinated scheme.

- 4 The LA will provide all City of York secondary schools with a provisional list of the pupils to be allocated a place at their schools before the date on which allocations are made. This list may be amended by the LA at a later date. Schools should not contact parent/carers until after allocations have been made by the LA.

- 5 Allocations will be made on the National Offer Day, 02 March 2020.

- 6 If a place cannot be allocated at a school named as a preference, a place will be allocated at an alternative school where places are still available. This will be after all those preferencing a school have first been allocated a place. This may be a school some distance from the home address of the applicant.
- 7 No places will be held in reserve for any school.
- 8 Allocations will be made to all City of York pupils even if parent/carers have not applied for a school place as the LA has a responsibility to ensure a school place is available for every pupil. Allocations will not be made where a parent/carer has informed the LA that they intend to either continue or start to –
 - a) educate their child at home; or
 - b) educate their child at an independent school.

G Waiting Lists

- 1 A waiting list will be compiled for all oversubscribed schools and kept until at least 31 December 2020.
- 2 Each waiting list will contain all the unsuccessful preferences, whether from 'on-time' or 'late' applications, and ranked in accordance with the relevant oversubscription criteria for that school according to the applicants current circumstances.
- 3 Applicants may request to be added to a waiting list for a school, even if they did not originally express a preference for that school. Requests should be provided in writing from the original applicant to the LA, who will communicate this to the admission authority for the school.
- 4 Each additional applicant, or change in circumstances of an applicant, will require the waiting list to be reordered in accordance with the relevant oversubscription criteria for that school.

- 5 The admission authority for each school shall, should a place become available whilst the waiting list is in operation, make available a place to the applicant on the top of the waiting list on the day the place became available.
- 6 The LA shall, as the coordinating Local Authority, oversee these waiting lists in partnership with schools that are their own admission authority and other Local Authorities. The LA requires other admission authorities to inform the LA when places may become available, so that a coordinated allocation may be made by the LA on behalf of all schools within this coordinated scheme, and to ensure that each pupil is only allocated one school place.

H Appeals

- 1 Where an applicant has been refused a place at a school of their preference, the applicant will be offered the statutory right of appeal against the decision of the admission authority for the preference school.
- 2 Applicants may appeal for a school, even if they did not originally express a preference for that school.
- 3 The refusal letter will contain the reason why the preference was refused by the admission authority for the preference school and what steps the applicant needs to take in order to appeal against this decision.
- 4 Where there is more than one applicant appealing for a school these will be 'grouped appeals' for the first stage wherever possible.
- 5 Where the appeal is for a school in another Local Authority area, where local appeal arrangements may differ from the above, the applicant will be advised to contact that Local Authority to further discuss the appeals process.

- 6 The outcome of the appeals process may mean there are further variations to the allocation of places at all schools. All changes will be communicated between the various admission authorities operating within this scheme, including the LA, schools that are their own admission authority, and other Local Authorities.

I Timetable

by 12 September 2019	Guide for Parents published online at www.york.gov.uk/guideforparents
by 12 September 2019	Opening date for applications. 'School admissions application for Secondary School in September 2020' form made available and online applications start to be accepted at www.york.gov.uk/schooladmissions
by 13 September 2019	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 2019. 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 2020' form.
September 2019 – October 2019	Secondary school open evenings
October 2019	Follow-up letter to parent/carers of Year 6 pupils in City of York primary schools following secondary school open evenings
31 October 2019	Closing date for 'on-time' applications (both online and by paper 'School admissions application for Secondary School in September 2020' form)
from 01 November 2019	Applications received may be treated as 'late'

by 15 November 2019	Communicate the total number of first preferences expressed to each City of York secondary school
by 15 November 2019	Receive information about applicants resident outside the City of York area expressing preferences for schools within the City of York area from other Local Authorities
by 15 November 2019	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 06 December 2019	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 10 January 2020	Receive completed ranked lists of all preferences from Voluntary Aided and Academy schools within the City of York area
by 10 January 2020	Last date by which Voluntary Aided and Academy schools can notify the Local Authority of an increase in the number of places to be allocated on National Offer Day. This is to allow the Local Authority good time to deliver its co-ordination responsibilities effectively. The number of places cannot be decreased below the PAN.
by 17 January 2020	First exchange of information, including to whom allocations can be made, to other coordinating Local Authorities for applicants resident outside the City of York area
by 17 January 2020	First exchange of information, including to whom allocations can be made, from other coordinating Local Authorities for applicants resident in the City of York area
by 14 February 2020	Final exchange of information, including to whom allocations can be made, to other coordinating Local Authorities for applicants resident outside the City of York area

by 14 February 2020	Final exchange of information, including to whom allocations can be made, from other coordinating Local Authorities for applicants resident in the City of York area
by 27 February 2020	Provide all City of York secondary schools with a provisional list of the pupils to be allocated a place at their schools.
02 March 2020	Allocations communicated to City of York resident applicants by email and/or by letter
12 March 2020 – 31 August 2020	Communicate adjustments to allocations to schools and other admission authorities
31 March 2020	Deadline for return of appeal papers for 'on-time' applicants
5 May 2020 – 12 June 2020	Admission appeals for 'on-time' applicants
September 2020	Start of the school year
31 December 2020	Earliest date waiting lists may close – the exact date for each admission authority may vary according to their admission arrangements.

J Contact details for correspondence

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

K City of York Secondary Schools

All Saints' RC School (Voluntary Aided, 11-18)
 Archbishop Holgate's CE School (Academy, 11-18)

Fulford School (Academy, 11-18)
Huntington School (Community, 11-18)
Joseph Rowntree School (Voluntary Controlled, 11-18)
Manor CE Academy (Academy, 11-16)
Millthorpe School (Academy, 11-16)
Vale of York Academy (Academy, 11-16)
York High School (Academy, 11-16)

[View school contact details](#)

DRAFT

Schools in the City of York Local Authority area

In Year Coordinated Admissions Scheme

Last Updated: August 2018



CITY OF
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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 allocated the highest ranked preference school that is available.
- 5 Applications will always be made and normally be considered only for admission into the year group relevant to the child's age. Only in very exceptional circumstances would a request for admission into other year groups be considered on an individual basis at the time of application. Factors that may be considered in varying this approach include:
 - (i) where a child has previously been educated outside of their chronological year group within the UK;
 - (ii) where a child has previously had an agreed '**deferral**' for entry into Reception from the LA or another UK Local Authority;
 - (iii) where the child is from outside the UK and where an applicant can provide detailed and substantial evidence of the child's

need to be educated in a year group other than their own. This will not include the variation of school starting ages in other countries.

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

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

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

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

- 8 The LA coordinates in year school admission applications for **all state funded schools** in the City of York LA area.

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

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

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

B Making Applications

- 1 The standard way of making applications will be online at www.york.gov.uk/schooladmissions where an online form ('the form') can be completed to apply for a school place. It is expected that most applications will be made online, but where applicants cannot apply online, they may request support from the LA, schools, or a paper application form known as the 'School admissions application for an in year change of school' ('the form').
- 2 The form will be used for the purpose of gathering and processing applications for a change of school – in circumstances including being newly resident in the City of York Local Authority (LA) area, having moved across the LA area, or simply requesting a change of school.

- 3 The form must be used as a means of expressing one or more preferences by applicants who are parent/carers resident in the LA area wishing to express a preference for their child:
 - a) to be admitted to a school within the LA area (including Voluntary Aided Schools and Academies); and/or
 - b) to be admitted to a school located in another LA area (including Voluntary Aided Schools and Academies).

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

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

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

- 6 The form will invite applicants to –
 - a) express in rank order up to five preferences, including Voluntary Aided schools, Academies and schools outside the City of York area;
 - b) give their reasons for their preference(s); and
 - c) provide details of their child’s home address which should be the address at which the child is ordinarily resident. Further information on the address can be found in the [Guide for Parents](#).

- 7 Applicants are advised to –

- a) consider their 'catchment' school when expressing their preferences. Catchment areas are designated by the Local Authority and are made available to applicants in the [Guide for Parents](#), online at www.york.gov.uk, and upon request from the School 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 admission authority to apply their oversubscription criteria to the applicant. The SIF, if required, must be returned directly to the school.

9 If the LA receives both an online and manual application, and they differ, the LA will query this with the applicant.

10 Following submission of an application, the LA may seek clarification of the details in an application or further information relating to the application, including proof of address or residence.

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

C Timescales

- 1 Applicants are advised to apply in plenty of time and always more than **20 school days** before a place is required.
- 2 Upon receiving an application, and where the child does not have a school place in the LA area, all admission authorities will endeavour to allocate a school place within a period of **10 school days** in order to minimise periods where children are without a school place.
- 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 to be agreed with the receiving school.

D Coordinating Applications

- 1 The LA will act as a clearing house for the allocation of places by the relevant admission authorities in response to preferences received via either an online application or the form.
- 2 Each admission authority operating within the scheme will have their

own admissions policy or oversubscription criteria for their school(s). All preferences expressed for a school will be determined in line with these policies and criteria.

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

E Decisions on Applications

- 1 The decision on whether an applicant may be allocated a place at a school named as a preference on an application is the responsibility for the **admission authority** for that school.

- 2 The LA will only make a decision with respect to the allocation or refusal of a place in response to any preference expressed on an application where:
 - a) it is acting in its separate capacity as an admission authority, or
 - b) an applicant is eligible for a place at more than one school, or
 - c) an applicant is not eligible for a place at any school that the applicant has named as a preference.

- 3 Those schools that are their own admission authority will provide the LA with information as to whether a place is available, or if more than one application has been received, information as to whom is most entitled to the available place according to their own admissions policies or oversubscription criteria.

- 4 The LA will, for those schools for which the LA is also the admission authority, make a decision on each preference according to the City of York In Year Admissions Policy.

- 5 Where an applicant has applied for more than one child at the same preferred school(s), but a place is only available for one child, the LA will seek further instruction from the applicant regarding whether the applicant would prefer both siblings to be allocated places at the same school (this may be a lower or alternative preference), or be allocated places at two different schools.

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

F Allocations

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

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

- 2 Each applicant will receive no more than one allocation of a school place. A place will be allocated at the highest ranking school named as a preference for which they are eligible for a place.

- 3 The LA, as the coordinating Local Authority for all applicants resident in the City of York area, will allocate school places on behalf of all admission authorities operating within the coordinated scheme.

- 4 The LA will provide schools with all relevant information held to the allocated school as soon as practically possible after a place has been allocated. Schools should not contact parent/carers until allocations have been made by the LA.

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

- 5 Applicants should make contact with the allocated school within 10 school days of the date of the allocation letter. If they do not then the allocation of a place will be withdrawn and the place will subsequently be made available to other applicants.

- 6 If a place cannot be allocated at a school named as a preference, a place may be allocated at an alternative school where places are available. This may be a school some distance from the home address of the applicant.
- 7 No allocation may be made if the current school of the child is within a reasonable distance, **or** if the applicant has indicated further preferences may be supplied should a preference be refused, **or** if the applicant has indicated that they would like to keep a place at their child's current school should their preference(s) be refused.
- 8 No places will be held in reserve for any school.

G Waiting Lists

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

Should applicants wish to remain on a waiting list for a future school year, they should submit a new application **at least 20 school days** before the end of the current school year, and preferably by no later than 01 June.
- 2 Each waiting list will contain all the unsuccessful preferences, and ranked in accordance with the relevant oversubscription criteria for that school according to the applicant's **current circumstances** where these circumstances have been provided to the admission authority or LA where the list is held by the LA.
- 3 Each additional applicant, or change in circumstances of an applicant,

will require a waiting list to be reordered in accordance with the relevant oversubscription criteria for that school.

- 4 The admission authority for each school shall, should a place become available whilst the waiting list is in operation, **make the LA aware of the available place so that the LA can offer the place** to the applicant on the top of the waiting list on the day the place became available. Applicants should be given a reasonable period of time to make a decision as to whether they wish to accept the place.
- 5 The LA shall, as the coordinating Local Authority, oversee these waiting lists in partnership with admission authorities and other Local Authorities. The LA requires other admission authorities to inform the LA when places may become available, so that a coordinated allocation may be made by the LA on behalf of all schools within this coordinated scheme, and to ensure that each child is only allocated one school place.

H Appeals

- 1 Where an applicant has been refused a place at a school of their preference, the applicant will be allocated the statutory right of appeal against the decision of the admission authority for the preference school.
- 2 The refusal letter will contain the reason why the preference was refused by the admission authority for the preference school and what steps the applicant needs to take in order to appeal against this decision.
- 3 Where there is more than one applicant appealing for a school these will be 'grouped appeals' for the first stage wherever possible.

- 4 Where the appeal is for a school in another Local Authority area, and/or where appeal arrangements may differ from the above, the applicant will be advised to contact that Local Authority or body to further discuss the appeals process.

J Contact details for correspondence

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

K City of York Schools

Acomb Primary (Academy, 5-11)
All Saints' RC School (Voluntary Aided, 11-18)
Archbishop Holgate's CE School (Academy, 11-18)
Archbishop of York's CE Junior (Voluntary Controlled, 7-11)
Badger Hill Primary (Academy, 5-11)
Bishopthorpe Infant (Community, 5-7)
Burton Green Primary (Academy, 5-11)
Carr Infant (Community, 5-7)
Carr Junior (Community, 7-11)
Clifton Green Primary (Community, 5-11)
Clifton with Rawcliffe Primary (Academy, 5-11)
Copmanthorpe Primary (Community, 5-11)
Dringhouses Primary (Community, 5-11)
Dunnington CE Primary (Academy, 5-11)
Elvington CE Primary (Voluntary Controlled, 5-11)
Fishergate Primary (Community, 5-11)

Fulford School (Academy, 11-18)
Haxby Road Primary (Academy, 5-11)
Headlands Primary (Community, 5-11)
Hempland Primary (Academy, 5-11)
Heworth CE Primary (Academy, 5-11)
Hob Moor Community Primary (Academy, 5-11)
Huntington Primary (Academy, 5-11)
Huntington School (Community, 11-18)
Joseph Rowntree School (Voluntary Controlled, 11-18)
Knavesmire Primary (Academy, 5-11)
Lakeside Primary (Academy, 5-11)
Lord Deramore's CE Primary (Voluntary Controlled, 5-11)
Manor CE Academy (Academy, 11-16)
Millthorpe School (Academy, 11-16)
Naburn CE Primary (Voluntary Controlled, 5-11)
New Earswick Primary (Academy, 5-11)
Osbalwick Primary (Academy, 5-11)
Our Lady Queen of Martyrs RC Primary (Voluntary Aided, 5-11)
Park Grove Primary (Academy, 5-11)
Poppleton Ousebank (Academy, 5-11)
Poppleton Road Primary (Community, 5-11)
Ralph Butterfield Primary (Community, 5-11)
Robert Wilkinson Primary (Academy, 5-11)
Rufforth Primary (Community, 5-11)
Scarcroft Primary (Academy, 5-11)
Skelton Primary (Community, 5-11)
St Aelred's RC Primary (Voluntary Aided, 5-11)
St Barnabas' CE Primary (Voluntary Controlled, 5-11)
St George's RC Primary (Voluntary Aided, 5-11)
St Lawrence's CE Primary (Academy, 5-11)
St Mary's CE Primary (Voluntary Controlled, 5-11)
St Oswald's CE Primary (Voluntary Controlled, 5-11)
St Paul's CE Primary (Voluntary Controlled, 5-11)
St Wilfrid's RC Primary (Voluntary Aided, 5-11)
Stockton on the Forest Primary (Community, 5-11)
Tang Hall Primary (Academy, 5-11)
Vale of York Academy (Academy, 11-16)

Westfield Primary Community (Community, 5-11)
Wheldrake with Thorganby CE Primary (Academy, 5-11)
Wigginton Primary (Community, 5-11)
Woodthorpe Primary (Academy, 5-11)
Yearsley Grove Primary (Community, 5-11)
York High School (Academy, 11-16)

[View school contact details](#)

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Community and Voluntary Controlled Primary and Infant Schools

Admissions Policy – Reception entry
2020 – 2021

Introduction

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

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

A Admissions into Reception

- 1 Children will normally be admitted into the year group relevant to the child's age and will start full-time in the school year they turn five. All children will be offered the opportunity of a full time place from September in the year of entry.
- 2 This policy includes an option of 'delayed entry'. This means that parent/carers may secure a place at a school under the normal

admission arrangements but choose to postpone their child's admission to school, as long as their admission is not delayed beyond the point at which they reach compulsory school age. A child normally reaches compulsory school age at the start of the term following their fifth birthday. The table below sets out the position:

Date of birth	Date of compulsory school age	Latest date child may start school full-time
1 September 2015 - 31 December 2015	31 December 2020	The start of the 'Spring' term in January 2021
1 January 2016 - 31 March 2016	31 March 2021	The start of the 'Summer' term in April 2021
1 April 2016 - 31 August 2016	31 August 2021	[The start of the 'Autumn' term in September 2021

If you would like to delay your child's entry, so they do not start full-time in September 2020, you must still apply at the normal time. Once allocated a school place, you should then advise the school in writing of your child's intended start date and keep in regular contact with the school regarding any changes to this intended date. Start dates are recommended to be at the start of each half-term, but these can be varied by agreement with the school.

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

- 3 Parent/carers will also be able to request a part-time place until the start of the term after the child turns five. It is a legal requirement that all children must enter formal full-time education at the start of the term after their fifth birthday, but if you would like to discuss part-time education for your child so they do not start full-time in September 2020, you must still apply at the normal time. Once allocated a school

place, you should then ask the school in writing what part-time provision may be offered, advise them of your child's intended full-time start date and keep in regular contact with the school regarding any changes to this intended date.

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

If you would like to defer your child's entry, so they do not start in Reception in September 2020, but instead start Reception in September 2021, you must still apply at the normal time and parallel to your application, put a formal request in writing to defer your child's admission to a lower year group.

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

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

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

- 5 If you would like to investigate accelerating your child's entry, so they do not start in the year group relevant to the child's age (the school year they turn five), but instead start at an earlier time, you should contact the LA at an early stage to discuss your intentions and what the best approach might be.

If you would like to accelerate your child's entry, you should then put a formal request in writing, together with any supporting information by no later than 29 November 2019. The LA will then consider your request, if necessary in conjunction with other schools, early years providers and other professionals.

If the request is approved, wherever possible you should submit an application as part of the normal admissions round, for the year group it has been agreed is the most appropriate for the child. Parents/carers should make it clear in their application that an application out of the usual year group has been agreed. The application will then be considered in accordance with this admissions policy. The LA will not give the application lower priority on the basis that the child is being admitted out of their normal age group. If the request is rejected, you should apply in the usual way for your child to join their correct age group. Should parents/carers disagree with a decision to refuse their request, they should put their complaint in writing and follow the LA's complaints policy.

- 6 Applications should be made by the closing date for applications which is 15 January 2020. Applications can be made online at www.york.gov.uk/schooladmissions. It is expected that most applications will be made online, but where applicants cannot apply online, they may request support from the LA, schools, or a paper application form known as the 'School admissions application for Primary School in September 2020'.
- 7 When making an application, parent/carers are advised to supply any additional information that may be required to the admission authority in writing, preferably by emailing education@york.gov.uk with the

child's details. For example, additional information will need to be provided when applying on the basis of being 'previously looked after' or having exceptional social or medical needs which relate to the preferred school. Further guidance on additional information can be found in the [Guide for Parents](#).

- 8 Any school's resources, such as teachers and classrooms, have to be used carefully to ensure the best possible standards for education and a safe environment. If no limit were set on the number of children that can go to a school each year these standards could not be maintained. Infant Class Size legislation may also limit the number of pupils that can be admitted in reception, Year 1 and Year 2. For these reasons each school has a Published Admission Number – that is the number of places available that will be offered in the year of entry.
- 9 Applicants may be successful in obtaining a place at a school that does not serve the local 'catchment' area in which they live. If allocated a place at such a school, applicants will be responsible for travel arrangements and the costs of travel to and from school.
- 10 Applicants are advised to consider their 'catchment' school when making an application. If the place your child is allocated is at a school which you are not in the catchment area for, or if you move out of the catchment area you now reside in, then you may have less chance of being successful when applying for any younger siblings. Catchment areas are designated by the LA and are made available to applicants in the [Guide for Parents](#), online at www.york.gov.uk and upon request from the School Services team.

B Oversubscription criteria

Some schools will be oversubscribed – that is where the number of applicants exceeds the Published Admission Number. Where this is the case, priority is given to certain categories of children. The oversubscription criteria set out below will be used to prioritise all

applicants who have applied for a place at 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; all children who have been adopted from local authority care (subject to an adoption, residence or special guardianship order); and all children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society;

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

C Appeals

- 1 Applicants refused a place at the school have a statutory right of appeal. If a preference for a place at the school is refused, the applicant will be informed of the reasons and of their right of appeal. This right does not apply if they are allocated a place but it is not in their preferred year group.
- 2 Appeals are heard by an independent appeals panel and their decisions are legally binding in line with the School Admission Appeals Code. We will publish our appeals timetable at www.york.gov.uk/schooladmissions by 28 February 2020. 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.
- 3 Applicants will only be able to appeal once in any one school year unless, in exceptional circumstances, the admission authority has accepted a second application because of a significant and material change in the circumstances of the parent/carer, child or school.

D False Information

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

E Late Applications

- 1 Applications received after the closing date of 15 January 2020 may be treated as 'late' applications – that is processed after all 'on-time' applications.
- 2 Where possible, 'late' applications and changes of preference and/or circumstances will be treated as 'on-time' applications if:
 - a) this is accompanied by a satisfactory reason provided at the time of application; and
 - b) it can be accommodated within the timescales of the coordinated scheme and/or admission authority's processes.
- 3 Late applications received after the offer day, but before the start of the school year will be processed using the same arrangements and criteria as 'on-time' applications, although the availability of places will depend on where places are still available as well as the preferences of applicants.
- 4 Late applications received after the first day of the school year will be considered as 'in-year' applications, and be subject to the [City of York In Year Admissions Policy](#). However, these preferences, if unsuccessful, will be held on a waiting list until the end of the first term in line with 'on-time' applications as set out in Section F of this policy.

F Waiting List

- 1 If a school is oversubscribed, a waiting list will be held from when offers have been made until 31 December 2020. After 31 December 2020, if there is still a waiting list, an 'in-year' waiting list is then held until the end of that school year. Beyond the first school year, refused preferences do not 'roll over' into future school years. Should applicants wish to remain on a waiting list for a future school year, they should submit a new application by 1 June in the relevant year.
- 2 A child's position on the list will be determined by the oversubscription criteria set out in Section B of this policy and will reflect their current circumstances where these circumstances have been provided to the admission authority. The list will also contain all other on-time and late preferences that have been refused or are requested. Should a place become available while the waiting list is in operation, a place will be made available to the applicant on the top of the waiting list on the day the place became available.
- 3 Applications may only be made once for each school year unless there has been a significant and material change in the circumstances of the parent/carer, child or school, which the admission authority agrees requires a new application.
- 4 Being on a waiting list does not affect a parent's/carer's right of appeal against an unsuccessful preference.

G Timetable

<p>by 12 September 2019</p>	<p>Opening date for applications. 'School admissions application for Primary School in September 2020' form made available and online applications start to be accepted at www.york.gov.uk/schooladmissions</p>
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15 January 2020	Closing date for 'on-time' applications (both online and by paper 'School admissions application for Primary School in September 2020' form)
from 16 January 2020	Applications received may be treated as 'late'
16 April 2020	National Offer Day
20 May 2020	Deadline for return of appeal papers for 'on-time' applicants
1 June 2020 – 17 July 2020	Admission appeals for 'on-time' applicants
September 2020	Start of the school year
31 December 2020	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

Bishopthorpe Infant (Community, 5-7)
 Carr Infant (Community, 5-7)
 Clifton Green Primary (Community, 5-11)
 Copmanthorpe Primary (Community, 5-11)
 Dringhouses Primary (Community, 5-11)
 Elvington CE Primary (Voluntary Controlled, 5-11)
 Fishergate Primary (Community, 5-11)

Headlands Primary (Community, 5-11)
Lord Deramore's CE Primary (Voluntary Controlled, 5-11)
Naburn CE Primary (Voluntary Controlled, 5-11)
Poppleton Road Primary (Community, 5-11)
Ralph Butterfield Primary (Community, 5-11)
Rufforth 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)
Westfield Primary Community (Community, 5-11)
Wigginton Primary (Community, 5-11)
Yearsley Grove Primary (Community, 5-11)

[View school contact details](#)

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Community Junior Schools

Admissions Policy – Year 3 entry

2020 – 2021



CITY OF
YORK
COUNCIL

Introduction

- 1 This policy applies to those schools where the Local Authority (LA), City of York Council, is the admission authority – that is all community and voluntary controlled junior schools within the City of York area. The LA is responsible for determining the school’s admission arrangements (including this policy) and deciding who can be allocated a place in accordance with it.
- 2 This policy applies only to applications within the 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 a junior or primary school. In-year admission are those that are made either during the school year, or for admission into year groups other than the normal year of entry. More information on in-year admissions can be found in the [City of York In-Year Admissions Policy](#).
- 3 The mechanisms and content of this policy may also be adopted by other admission authorities wishing to reflect the aims of this policy in their own admission arrangements. The LA will offer assistance where requested to other admission authorities with schools in the City of York LA area who wish to adopt similar arrangements for the benefit of residents of the LA area.
- 4 This policy complies with and operates within the City of York Coordinated Admissions Scheme for Junior Schools in the City of York Local Authority area.
- 5 The LA policy for allocating junior school places is designed to be as fair as possible while ensuring that resources are used sensibly. The LA works closely with the head teachers and governing bodies of all schools in school place planning and organisation regarding the numbers of places that can be allocated.

- 6 Under the junior school admission arrangements the allocation of places is based on where the child/parent lives and the preferences of parent/carers.
- 7 Although attendance at a particular primary or infant school may give a child some priority for admission to a junior school, this is not guaranteed, even if both schools are community or voluntary controlled schools, located on the same premises, or run by or share the same leadership or resources.
- 8 Advice and information for parent/carers on school admissions, including **key information that applies to all applications** as well as some frequently asked questions are available in the Guide for Parents which is available at www.york.gov.uk/guideforparents or upon request from the School Services team. It is recommended that all applicants consider the information in the [Guide for Parents](#) before making an application.
- 9 The admission of pupils with an Education, Health and Care plan are covered by different admission regulations. Following discussion, 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 If you would like to investigate accelerating your child's entry, so they do not start in the year group relevant to the child's age, but instead start at an earlier time, you should contact the LA at an early stage to discuss your intentions and what the best approach might be.

If you would like to accelerate your child's entry, you should then put a formal request in writing, together with any supporting information,

and details of whether your child has previously been educated outside of their chronological age group, by no later than 29 November 2019. The LA will then consider your request, if necessary in conjunction with other schools and other professionals.

If the request is approved, wherever possible you should submit an application as part of the normal admissions round, for the year group it has been agreed is the most appropriate for the child. Parents/carers should make it clear in their application that an application out of the usual year group has been agreed. The application will then be considered in accordance with this admissions policy. The LA will not give the application lower priority on the basis that the child is being admitted out of their normal age group. If the request is rejected, you should apply in the usual way for your child to join their correct age group. Should parents/carers disagree with a decision to refuse their request, they should put their complaint in writing and follow the LA's complaints policy.

- 3 Applications should be made by the closing date for applications which is 15 January 2020. Applications can be made online at www.york.gov.uk/schooladmissions. It is expected that most applications will be made online, but where applicants cannot apply online, they may request support from the LA, schools, or a paper application form known as the 'School admission application for Junior School in September 2020'.
- 4 When making an application, parent/carers are advised to supply any additional information that may be required to the admission authority by emailing education@york.gov.uk with the pupil's details. For example, additional information will need to be provided when applying on the basis of being 'previously looked after' or having exceptional social or medical needs which relate to the preferred school. Further guidance on additional information can be found in the [Guide for Parents](#).

- 5 Any school's resources, such as teachers and classrooms, have to be used carefully to ensure the best possible standards for education and a safe environment. If no limit were set on the number of pupils that can go to a school each year these standards could not be maintained. For this reason each school has a Published Admission Number – that is the number of places available that will be offered in the year of entry.
- 6 Applicants may be successful in obtaining a place at a school that does not serve the local 'catchment' area in which they live. If allocated a place at such a school, applicants will be responsible for travel arrangements and the costs of travel to and from school.
- 7 Applicants are advised to consider their 'catchment' school when making an application. If the place your child is allocated is at a school which you are not in the catchment area for, or if you move out of the catchment area you now reside in, then you may have less chance of being successful when applying for any younger siblings. Catchment areas are designated by the Local Authority and are made available to applicants in the [Guide for Parents](#), online at www.york.gov.uk and upon request from the School Services team.

B Oversubscription criteria

Some schools will be oversubscribed – that is where the number of applicants exceeds the Published Admission Number. Where this is the case, priority is given to certain categories of 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; all pupils who have been adopted from local authority care

(subject to an adoption, residence or special guardianship order); and all pupils who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. A pupil is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society;

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

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

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

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

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

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

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

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

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

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

It is the responsibility of parent/carers to include with their application

the name of any sibling(s) where this criterion applies for checking by the LA.

6 **Pupils who attend Year 2 at the named feeder school for the preferred school at the time of the closing date for applications.**

The closing date of applications is 15 January in the year of admission. Each City of York Junior school has only one named feeder school.

For Carr Junior School the named feeder school is Carr Infant School.

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

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

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

- first, to the pupil(s) who also fulfil the next highest priority;
- second, to the pupil(s) living closest to the school as defined in priority 7;
- and third, if the measurement of the distance from home to school above does not distinguish between two or more applicants with equal priority, random allocation will be used as the final tie-breaker, and independently verified.

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

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

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

C Appeals

- 1 Applicants refused a place at the school have a statutory right of appeal. If a preference for a place at the school is refused, the applicant will be informed of the reasons and of their right of appeal. This right does not apply if they are allocated a place but it is not in their preferred year group.
- 2 Appeals are heard by an independent appeals panel and their decisions are legally binding in line with the School Admission Appeals Code. We will publish our appeals timetable at www.york.gov.uk/schooladmissions by 28 February 2020. 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.
- 3 Applicants will only be able to appeal once in any one school year unless, in exceptional circumstances, the admission authority has accepted a second application because of a significant and material change in the circumstances of the parent/carer, pupil or school.

D False Information

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

E Late Applications

- 1 Applications received after the closing date of 15 January 2020 may be treated as 'late' applications – that is processed after all 'on-time' applications.
- 2 Where possible, 'late' applications and changes of preference and/or circumstances will be treated as 'on-time' applications if:
 - a) this is accompanied by a satisfactory reason provided at the time of application; and
 - b) it can be accommodated within the timescales of the coordinated scheme and/or admission authority's processes.
- 3 Late applications received after the offer day, but before the start of the school year will be processed using the same arrangements and criteria as 'on-time' applications, although the availability of places will depend on where places are still available as well as the preferences of applicants.
- 4 Late applications received after the first day of the school year will be considered as 'in-year' applications, and be subject to the [City of York In Year Admissions Policy](#). However, these preferences, if unsuccessful, will be held on a waiting list until the end of the first term in line with 'on-time' applications as set out in Section F of this policy.

F Waiting List

- 1 If a school is oversubscribed, a waiting list will be held from when offers have been made until 31 December 2020. After 31 December 2020, if there is still a waiting list, an 'in-year' waiting list is then held until the end of that school year. Beyond the first school year, refused preferences do not 'roll over' into future school years. Should applicants wish to remain on a waiting list for a future school year, they should submit a new application by 1 June in the relevant year.
- 2 A pupil's position on the list will be determined by the oversubscription criteria set out in Section B of this policy and will reflect their current circumstances where these circumstances have been provided to the admission authority. The list will also contain all other on-time and late preferences that have been refused or are requested. Should a place become available while the waiting list is in operation, a place will be made available to the applicant on the top of the waiting list on the day the place became available.
- 3 Applications may only be made once for each school year unless there has been a significant and material change in the circumstances of the parent/carer, pupil or school, which the admission authority agrees requires a new application.
- 4 Being on a waiting list does not affect a parent's/carer's right of appeal against an unsuccessful preference.

G Timetable

<p>by 12 September 2019</p>	<p>Opening date for applications. 'School admission application for Junior School in September 2020' form made available and online applications start to be accepted at</p>
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	www.york.gov.uk/schooladmissions
15 January 2020	Closing date for 'on-time' applications (both online and by paper 'School admission application for Junior School in September 2020' form)
from 16 January 2020	Applications received may be treated as 'late'
16 April 2020	National Offer Day
20 May 2020	Deadline for return of appeal papers for 'on-time' applicants
1 June 2020 – 17 July 2020	Admission appeals for 'on-time' applicants
September 2020	Start of the school year
31 December 2020	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 Junior Schools

Carr Junior (Community, 7-11)

[View school contact details](#)

Community and Voluntary Controlled Secondary Schools

Admissions Policy – Year 7 entry

2020 – 2021

Introduction

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

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

A Admissions into Year 7

- 1 Pupils will normally be admitted into the year group relevant to the pupil's age.
- 2 If you would like to investigate accelerating your child's entry, so they do not start in the year group relevant to the child's age, but instead start at an earlier time, you should contact the LA at an early stage to discuss your intentions and what the best approach might be.

If you would like to accelerate your child's entry, you should then put a formal request in writing, together with any supporting information,

and details of whether your child has previously been educated outside of their chronological age group, by no later than 27 September 2019. The LA will then consider your request, if necessary in conjunction with other schools and other professionals.

If the request is approved, wherever possible you should submit an application as part of the normal admissions round, for the year group it has been agreed is the most appropriate for the child. Parents/carers should make it clear in their application that an application out of the usual year group has been agreed. The application will then be considered in accordance with this admissions policy. The LA will not give the application lower priority on the basis that the child is being admitted out of their normal age group. If the request is rejected, you should apply in the usual way for your child to join their correct age group. Should parents/carers disagree with a decision to refuse their request, they should put their complaint in writing and follow the LA's complaints policy.

- 3 Applications should be made by the closing date for applications which is 31 October 2019. Applications can be made online at www.york.gov.uk/schooladmissions. It is expected that most applications will be made online, but where applicants cannot apply online, they may request support from the LA, schools, or a paper application form known as the 'School admission application for Secondary School in September 2020'.
- 4 When making an application, parent/carers are advised to supply any additional information that may be required to the admission authority in writing, preferably by emailing education@york.gov.uk with the pupil's details. For example, additional information will need to be provided when applying on the basis of being 'previously looked after' or having exceptional social or medical needs which relate to the preferred school. Further guidance on additional information can be found in the [Guide for Parents](#).

- 5 Any school's resources, such as teachers and classrooms, have to be used carefully to ensure the best possible standards for education and a safe environment. If no limit were set on the number of pupils that can go to a school each year these standards could not be maintained. For this reason each school has a Published Admission Number – that is the number of places available that will be offered in the year of entry.
- 6 Applicants may be successful in obtaining a place at a school that does not serve the local 'catchment' area in which they live. If allocated a place at such a school, applicants will be responsible for travel arrangements and the costs of travel to and from school.
- 7 Applicants are advised to consider their 'catchment' school when making an application. If the place your child is allocated is at a school which you are not in the catchment area for, or if you move out of the catchment area you now reside in, then you may have less chance of being successful when applying for any younger siblings. Catchment areas are designated by the Local Authority and are made available to applicants in the [Guide for Parents](#), online at www.york.gov.uk and upon request from the School Services team.

B Oversubscription criteria

Some schools will be oversubscribed – that is where the number of applicants exceeds the Published Admission Number. Where this is the case, priority is given to certain categories of 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; all pupils who have been adopted from local authority care (subject to an adoption, residence or special guardianship order); and all pupils who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. A pupil is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society;

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

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

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

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

- 3 **Pupils who live within the catchment area normally served by the preferred school.** Catchment areas are designated by the Local Authority and are made available to parent/carers in the [Guide for](#)

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

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

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

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

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

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

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

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

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

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

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

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

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

C Appeals

- 1 Applicants refused a place at the school have a statutory right of appeal. If a preference for a place at the school is refused, the applicant will be informed of the reasons and of their right of appeal. This right does not apply if they are allocated a place but it is not in their preferred year group.
- 2 Appeals are heard by an independent appeals panel and their decisions are legally binding in line with the School Admission Appeals Code. We will publish our appeals timetable at www.york.gov.uk/schooladmissions by 28 February 2020. 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.
- 3 Applicants will only be able to appeal once in any one school year unless, in exceptional circumstances, the admission authority has accepted a second application because of a significant and material change in the circumstances of the parent/carer, pupil or school.

D False Information

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

E Late Applications

- 1 Applications received after the closing date of 31 October 2019 may be treated as 'late' applications – that is processed after all 'on-time' applications.
- 2 Where possible, 'late' applications and changes of preference and/or circumstances will be treated as 'on-time' applications if:
 - a) this is accompanied by a satisfactory reason provided at the time of application; and
 - b) it can be accommodated within the timescales of the coordinated scheme and/or admission authority's processes.
- 3 Late applications received after the offer day, but before the start of the school year will be processed using the same arrangements and criteria as 'on-time' applications, although the availability of places will depend on where places are still available as well as the preferences of applicants.
- 4 Late applications received after the first day of the school year will be considered as 'in-year' applications, and be subject to the [City of York In Year Admissions Policy](#). However, these preferences, if unsuccessful, will be held on a waiting list until the end of the first term in line with 'on-time' applications as set out in Section F of this policy.

F Waiting List

- 1 If a school is oversubscribed, a waiting list will be held from when offers have been made until 31 December 2020. After 31 December 2020, if there is still a waiting list, an 'in-year' waiting list is then held until the end of that school year. Beyond the first school year, refused preferences do not 'roll over' into future school years. Should applicants wish to remain on a waiting list for a future school year, they should submit a new application by 1 June in the relevant year.
- 2 A pupil's position on the list will be determined by the oversubscription criteria set out in Section B of this policy and will reflect their current circumstances where these circumstances have been provided to the admission authority. The list will also contain all other on-time and late preferences that have been refused or are requested. Should a place become available while the waiting list is in operation, a place will be made available to the applicant on the top of the waiting list on the day the place became available.
- 3 Applications may only be made once for each school year unless there has been a significant and material change in the circumstances of the parent/carer, pupil or school, which the admission authority agrees requires a new application.
- 4 Being on a waiting list does not affect a parent's/carer's right of appeal against an unsuccessful preference.

G Timetable

by 12 September 2019	Opening date for applications. 'School admission application for Secondary School in September 2020' form made available and online applications start to be accepted at www.york.gov.uk/schooladmissions
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September 2019 – October 2019	Secondary school open evenings
31 October 2019	Closing date for 'on-time' applications (both online and by paper 'School admission application for Secondary School in September 2020' form)
from 01 November 2019	Applications received may be treated as 'late'
01 March 2020	National Offer Day
31 March 2020	Deadline for return of appeal papers for 'on-time' applicants
5 May 2020 – 12 June 2020	Admission appeals for 'on-time' applicants
September 2020	Start of the school year
31 December 2020	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

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

[View school contact details](#)

Community and Voluntary Controlled Schools

In Year Admissions Policy

Last Updated: August 2018



CITY OF
YORK
COUNCIL

Introduction

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

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

A In Year Admissions

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

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

of the allocated school will make a decision, with regard to the LA's latest **Out of Cohort** guidance regarding the best educational provision in consultation with parents and other relevant professionals.

- 2 Separate guidance applies to requests for the deferred entry of summer born children into the reception year in a primary or infant school. Further guidance can be found in the **City of York Admissions Policy on Delayed and Deferred Admission to Primary School**.
- 3 Parent/carers 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.
- 5 When making an application, parent/carers are advised to supply any additional information that may be required to the admission authority by emailing education@york.gov.uk with the child's details. For example, additional information will need to be provided when applying on the basis of being 'previously looked after' or having exceptional social or medical needs which relate to the preferred school. Further guidance on additional information can be found in the [Guide for Parents](#).
- 6 Applicants are advised to consider their 'catchment' school when making an application. If the place your child is allocated is at a school which you are not in the catchment area for, or if you move out of the catchment area you now reside in, then you may have less chance of being successful when applying for any younger siblings. Catchment

areas are designated by the Local Authority and are made available to applicants in the [Guide for Parents](#), online at www.york.gov.uk and upon request from the School 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 **published admission number** – that is the number of places the school expects to offer – this number only applies for preferences submitted in the year of entry. The year of entry is Reception for primary and infant schools, Year 3 for junior schools and Year 7 for secondary schools. Although a published admission number may help set class organisation in later years, decisions will be made primarily on class organisation.
- 10 Where it is determined by the admission authority that there is not an available place, this will be because it is the view of the admission authority that the admission of any additional pupil would **prejudice the provision of efficient education or the efficient use of resources**.
- 11 Where there is an available space and there are no other applications for this place, the place will be offered to the applicant.
- 12 Where there is an available space and there are more applications for a place than places available, priority is given to certain categories of children according to the oversubscription criteria which are listed in [Section B](#) of this policy.

- 13 A place may be refused even if the numbers on roll in the relevant year group are lower than the published admission number. Places may also be refused if the numbers on roll in the whole school mean the admission of an additional child would be detrimental to the provision of efficient education or the efficient use of resources.
- 14 If there are no available places in a preferred class or year group, places may not be offered, particularly if another school could reasonably be offered. Applicants may therefore wish to contact schools in advance to see if places are available or seek the advice of the School 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; all children who have been adopted from local authority care (subject to an adoption, residence or special

guardianship order); and all children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society;

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

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

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

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

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

The LA uses the address provided in the application, and using GIS

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

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

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

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

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

It is the responsibility of parent/carers to include with their application

the name of any sibling(s) where this criterion applies for checking by the LA.

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

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

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

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

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

For example, for two children who are both resident in the catchment area without a sibling on roll at the time of admission and are thus assigned the same (third) priority, the place would first be allocated to the child who also fulfils the next highest priority, for example, an

exceptional social or medical need (fourth priority) over a child who lives closer to the school (sixth priority).

C Appeals

- 1 Applicants refused a place at a school have the right of appeal. Appeals are heard by an independent appeals panel and their decisions are legally binding. Applicants who wish to appeal should contact the School 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 **until the end of the current school year**, at which time the waiting list will be reset.

Should applicants wish to remain on a waiting list for a future school year, they should submit a new application at least 20 school days before the end of the current school year, and preferably by 01 June.
- 2 Each waiting list will contain all the unsuccessful preferences, and ranked in accordance with the relevant oversubscription criteria for that school according to the applicant's **current circumstances** where these circumstances have been provided to the admission authority.
- 3 Each additional applicant, or change in circumstances of an applicant, will require the waiting list to be reordered in accordance with the relevant oversubscription criteria.
- 4 Should a place become available whilst the waiting list is in operation, make available a place to the applicant on the top of the waiting list on the day the place became available. Applicants will be given a reasonable period of time to make a decision as to whether they wish to accept the place.

G Contact details for correspondence

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

H City of York Community and Voluntary Controlled Schools

Bishopthorpe Infant (Community, 5-7)
Carr Infant (Community, 5-7)
Carr Junior (Community, 7-11)
Clifton Green Primary (Community, 5-11)
Copmanthorpe Primary (Community, 5-11)
Dringhouses Primary (Community, 5-11)
Elvington CE Primary (Voluntary Controlled, 5-11)
Fishergate Primary (Community, 5-11)
Headlands Primary (Community, 5-11)
Huntington School (Community, 11-18)
Joseph Rowntree School (Voluntary Controlled, 11-18)
Lord Deramore's CE Primary (Voluntary Controlled, 5-11)
Naburn CE Primary (Voluntary Controlled, 5-11)
Poppleton Road Primary (Community, 5-11)
Ralph Butterfield Primary (Community, 5-11)
Rufforth 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)

Westfield Primary Community (Community, 5-11)

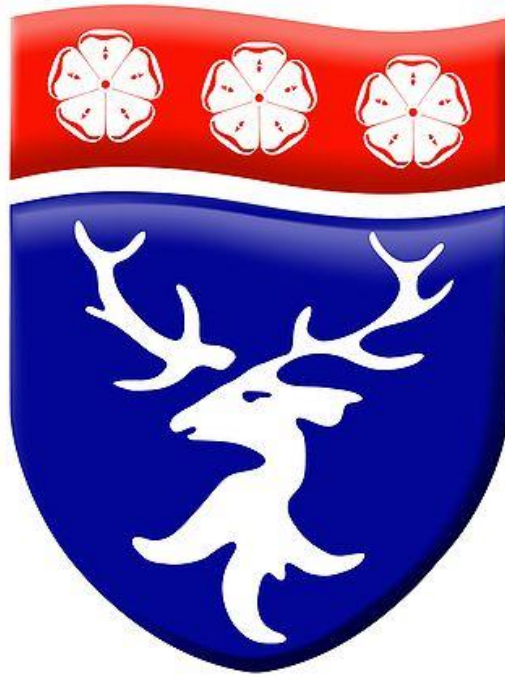
Wigginton Primary (Community, 5-11)

Yearsley Grove Primary (Community, 5-11)

[View school contact details](#)

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Huntington School

Admissions Policy – Year 12 entry

2020 – 2021

Introduction

- 1 The City of York Council is the admission authority for Huntington School and is therefore responsible for the admission of students into Year 12.

The City of York Council has delegated the responsibility for the administration of admissions into Year 12 to the Head teacher of the school and so any queries regarding Year 12 admissions should be directed to the school.

Advice and information for parent/carers on school admissions, including **key information that applies to all applications** as well as some frequently asked questions are available in the Guide for Parents which is available at www.york.gov.uk/guideforparents or upon request from the School Services team.

- 2 The combined capacity for Years 12 and 13 is 320.

A Admissions into Year 12

- 1 Admission into Year 12 will be from:
 - (a) students on roll in Year 11 at Huntington School; and
 - (b) external applicant students not attending Year 11 at Huntington School.
- 2 Huntington School will admit 30 external applicant students into Year 12 each year.
- 3 Both students on roll in Year 11 at Huntington School, and external applicants are required to apply for a place in Year 12.

- 4 The same entry requirements for admission into Year 12 will apply for students on roll in Year 11 at Huntington School and external applicants.
- 5 Students will be admitted into Year 12 at the start of the Autumn Term in each school year, although there may be some occasions when students transfer during an academic year.

B Minimum entry requirements

All students seeking admission to Year 12 must achieve the necessary grades for access onto the courses they have chosen.

C Oversubscription Criteria

- 1 Where the number of eligible external applicants for a course of study exceeds the places available, then admission will be determined in accordance with the following priority of admission criteria:
 1. **Students who are either currently or have previously been 'looked after'**. This applies to all students who are currently in the care of a local authority; all students who have been adopted from local authority care (subject to an adoption, residence or special guardianship order); and all students who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. A student is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society;

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

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

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

In the unlikely case of identical distances under the sixth priority, the applications will be ordered randomly.

- 2 The number of students who have applied for each course will need to be taken into account, meaning that extra students can sometimes be accommodated over the admission number of 30 eligible external applicants if the student's chosen course is not full.

D Appeals

- 1 Any student refused the offer of a place has the right of appeal to an Independent Appeals Panel. Students who wish to appeal should contact the School Services team to request the correct appeal form. Appeal forms should be returned within 20 school days of the date the place was refused.
- 2 If refused, a student will only be able to appeal once for a place at a given school in any one school year, unless any significant new information is available which was not available at the original hearing.

E False Information

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

F Late Applications

Late applications will be considered up to the end of the first full week of the Autumn Term 2020.

G Timetable for admission

December 2019	Students complete application
December 2019	School accepts application and informs parent application has been received
February 2020	Application processed
August 2020	Year 11 results published
August 2020	Admission confirmed or refused
September 2020	Independent Appeals

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

H Contact details for correspondence

Huntington School
Huntington Road,
Huntington,
York YO32 9WT
01904 752100
mail@huntington-ed.org.uk
www.huntingtonschool.co.uk

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

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The Joseph Rowntree School

Admissions Policy – Year 12 entry

2020 – 2021

Introduction

- 1 The City of York Council is the admission authority for The Joseph Rowntree School and is therefore responsible for the admission of students into Year 12.

The City of York Council has delegated the responsibility for the administration of admissions into Year 12 to the Head teacher of the school and so any queries regarding Year 12 admissions should be directed to the school.

Advice and information for parent/carers on school admissions, including **key information that applies to all applications** as well as some frequently asked questions are available in the Guide for Parents which is available at www.york.gov.uk/guideforparents or upon request from the School Services team.

- 2 The combined capacity for Years 12 and 13 is 300.

A Admissions into Year 12

- 1 Admission into Year 12 will be from:
 - (a) students on roll in Year 11 at The Joseph Rowntree School; and
 - (b) external applicant students not attending Year 11 at The Joseph Rowntree School.
- 2 The Joseph Rowntree School will admit 30 external applicant students into Year 12 each year.
- 3 Both students on roll in Year 11 at The Joseph Rowntree School, and external applicants are required to apply for a place in Year 12.

- 4 The same entry requirements for admission into Year 12 will apply for students on roll in Year 11 at The Joseph Rowntree School and external applicants.
- 5 Students will be admitted into Year 12 at the start of the Autumn Term in each school year, although there may be some occasions when students transfer during an academic year.

B Minimum entry requirements

All students seeking admission to Year 12 must meet the academic requirements for their chosen courses as identified in the current course information booklet.

C Oversubscription criteria

- 1 Where the number of eligible external applicants for a course of study exceeds the places available, then admission will be determined in accordance with the following priority of admission criteria:
 1. **Students who are either currently or have previously been 'looked after'**. This applies to all students who are currently in the care of a local authority; all students who have been adopted from local authority care (subject to an adoption, residence or special guardianship order); and all students who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. A student is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society;

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

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

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

In the unlikely case of identical distances under the sixth priority, the applications will be ordered randomly.

- 2 The number of students who have applied for each course will need to be taken into account, meaning that extra students can sometimes be accommodated over the admission number of 30 eligible external applicants if the student's chosen course is not full.

D Appeals

- 1 Any student refused the offer of a place has the right of appeal to an Independent Appeals Panel. Students who wish to appeal should contact the School Services team to request the correct appeal form. Appeal forms should be returned within 20 school days of the date the place was refused.
- 2 If refused, a student will only be able to appeal once for a place at a given school in any one school year, unless any significant new information is available which was not available at the original hearing.

E False Information

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

F Late Applications

Late applications will be considered up to the end of the first full week of the Autumn Term 2020, where spaces are still available.

G Timetable for admission

November 2019- January 2020	Students complete application
January 2020 – March 2020	Application processed
March 2020	School accepts application, subject to Year 11 results and this is communicated to both students and parents
August 2020	Year 11 results published
August 2020	Admission confirmed or refused
September 2020	Independent Appeals

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

H Contact details for correspondence

The Joseph Rowntree School
Haxby Road,
New Earswick,
York YO32 4BZ
01904 552100
joseph.rowntree@york.gov.uk
www.josephrowntreeschool.co.uk

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

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Admissions Policy on Delayed and Deferred Admission to Primary School

October 2018

Introduction

- 1 This policy applies to those schools where the City of York Council is the **admission authority** – that is all community and voluntary controlled primary and infant schools within the City of York area. It applies only to applications within the primary admissions round, that is when applying for a place in Reception as the normal year of entry to start primary or infant school for the first time.
- 2 This policy may also be adopted by other admission authorities wishing to reflect the aims of this policy in their own admission arrangements. A list of these admission authorities is available in [Section J](#).
- 3 This policy complies with and operates within the City of York Coordinated Admissions Scheme for Primary and Infant Schools in the City of York Local Authority area.
- 4 This policy complies with the Department for Education School Admissions Code 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 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. Schools

should also then follow the relevant procedures for **children who may be missing in education** and if necessary, seek the advice of the LA Attendance Advisor.

A sample letter is included as an Appendix to this policy.

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

D Deferred Entry

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

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

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

lower age group if born at the expected time.

- 3 The Local Authority will then share this information with the admission authorities and head teachers of the school(s) parent/carers have expressed a preference for. These admission authorities and head teachers will then come to a decision as to whether or not they **support the request** for deferred entry. The final decision will be for the admission 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 **by 15 January the following year** for a place in Reception alongside children who are one school year younger. Parent/carers may make an identical application for the same schools, or request different schools from their initial application.

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

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

admission authorities.

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

E Late Deferral Requests

- 1 Applications to **defer** received after the closing date of 15 January in the school year the child turns 4 will be treated as late requests – and may not receive a decision by the 28 February as is intended for on-time requests.
- 2 Where possible such late requests will be dealt with within an intended **six weeks** from receiving the request. However, school term times and statutory obligations and deadlines such as National Offer Day and the admission appeals period may delay this.
- 3 Should a request be received after the allocation of places, any subsequent agreed deferral would mean the **original offer of a school place is withdrawn** and that school place may be offered to another child from the waiting list for that school if applicable.
- 4 Requests received after the first day of the school year, regardless of whether a child has started attending school or not, are **outside the remit of this policy**. In these circumstances, we recommend that the parent/carers should discuss their reasons with the allocated school with

reference to the [Out of Cohort](#) guidance.

F Complaints

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

G Timetable

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

	Authority will collate these responses, with the final decision being made by a majority of the admission authorities whom have been consulted, or if these tie, by the Local Authority.
by 28 February	The Local Authority will inform those who have requested to defer by 15 January whether this has been approved or refused. If approved, the original application will be withdrawn and a new application must be made in the next school year.
16 April (or the next working day)	National Offer Day for all remaining applicants. Those summer born children who have had a deferral agreed will not receive an offer of a school place and must apply again in the next school year.
16 April – 31 May	Parent/Carers of children wishing to delay the start of full time education to communicate and agree with their allocated school their child's start date by 31 May. Parent/Carers interested in what part time school may be available should also request this by 31 May.
In the school year the child turns 5 years old	
Start of the Autumn Term	Start of the school year. All children may start full time school from the start of the autumn term.
Start of the Autumn Term	Requests to defer can no longer be made. Instead, the parent/carer should discuss their reasons with the allocated school with reference to the Out of Cohort guidance.
by 12 September	Opening date for applications for summer born children who have had a deferral agreed in the previous year. 'School admissions application for Primary School in September' form made available and online applications start to be accepted at www.york.gov.uk/schooladmissions . Parents should make clear in their application that a deferral has previously been agreed as the date of birth will fall outside the normal date of birth

	range for the required admissions round .
Start of the Spring Term	Children born between 01 September and 31 December may not delay the start of full time school beyond this date as they will have reached statutory school age.
15 January	Closing date for applications for summer born children who have had a deferral agreed in the previous year.
Start of the Summer Term	Children born between 01 January and 31 March may not delay the start of full time school beyond this date as they will have reached statutory school age.
16 April (or the next working day)	National Offer Day for applications for summer born children who have had a deferral agreed in the previous year.
In the school year the child turns 6 years old	
Start of the Autumn Term	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. 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.

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

Bishopthorpe Infant
Carr Infant
Clifton Green Primary
Copmanthorpe Primary
Dringhouses Primary
Elvington CE Primary
Fishergate Primary
Headlands Primary
Lord Deramore's Primary
Naburn CE Primary
Poppleton Road Primary
Ralph Butterfield Primary
Rufforth Primary
Skelton Primary
St Barnabas' CE Primary
St Mary's CE Primary
St Oswald's CE Primary
St Paul's CE Primary
Stockton on the Forest Primary
Westfield Primary Community
Wigginton Primary
Yearsley Grove Primary

[View school contact details](#)

J Other admission authorities who have adopted this policy

Academy Trust of Ebor Academy Trust, York
Academy Trust of Hope Learning Trust, York
Academy Trust of Huntington Primary Academy
Academy Trust of Pathfinder Multi Academy Trust
Academy Trust of South Bank Academy Trust
Academy Trust of South York Multi Academy Trust
Governing Body of Our Lady Queen of Martyrs RC Primary
Governing Body of St Aelred's RC Primary
Governing Body of St George's RC Primary
Governing Body of St Wilfrid's RC Primary

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

01 September 2019

Dear Parent/Carer,

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

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

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

According to our records, you last informed us on <date informed> that you intended to delay the start date of <Child Name> from the start of the school year in September 2019 until <intended date>.

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

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

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

Yours sincerely,

<Head teacher>

School Admissions Fair Access Protocol Secondary Schools

December 2017

Introduction

- 1 This protocol complies with and operates within the City of York In Year Coordinated Admissions Scheme for schools in the City of York Local Authority area.
- 2 This protocol complies with the Department for Education School Admissions Code 2014 and all relevant guidance on school admissions.
- 3 The admission of pupils with an education, health and care plan or a statement of **special educational needs** is covered by different admission regulations, and decisions on the entry to school of these pupils should be directed to the relevant Local Authority Special Educational Needs team.
- 4 **Which pupils are covered by the protocol?**
All secondary aged pupils whose parent/carers are requesting a place in a City of York school/academy **outside** the normal “secondary admissions round”. The secondary admissions round is the coordinated process of applications for Year 7 as the normal year of entry when moving from primary to secondary school.
- 5 The protocol is split into two parts. **Part A** covers the admission of ‘hard to place’ pupils and **Part B** covers the admission of pupils who have had no previous attendance or behaviour problems but whose parent/carers are seeking a change of school.
- 6 **What is the purpose of the protocol?**
To ensure that all secondary aged pupils are allocated a secondary school as soon as possible and are not out of education. Because the protocol covers all maintained secondary schools and academies within the City of York area, it should ensure openness and fairness across the secondary school admissions processes.

Part A **A protocol for considering the admission of
hard to place pupils to a school within the
City of York Council area**

1 **Definition of a hard to place pupil:**

- a. permanently excluded pupils;
- b. pupils who are on the roll of Danesgate who need to be reintegrated back into a mainstream school;
- c. pupils who have been out of education for longer than one term;
- d. pupils with serious attendance problems (attendance of less than 85%);
- e. pupils with challenging behaviour, whose parent/carers are seeking a move from their current school. This includes pupils who have had one or more exclusions within the last 12 months or significant intervention in relation to their behaviour from the current school;
- f. pupils with challenging behaviour where the parent/carers in agreement with the pupil's current school are seeking a managed move.

This list is not exhaustive and it is recognised that some pupils not included on this list will be considered hard to place and may be required to have their case considered through this part of the protocol.

2 **Key Principles:**

- a. to ensure that all secondary schools/academies within the City of York area and the City of York Council work together in partnership to address this shared area of concern;

- b. to have in place an effective way of co-ordinating in-year admissions and the admission of hard to place pupils;
- c. to ensure where possible, an appropriate distribution amongst all schools of hard to place pupils;
- d. that the Behaviour and Attendance Partnership is responsible for allocating places for hard to place pupils;
- e. to maintain a co-ordinated approach for dealing with in-year admission requests and continuing scope to seek managed moves for pupils that both schools and parent/carers believe would thrive better in a new placement;
- f. to reduce the number of pupils being excluded, and managing the number of pupils being placed on the roll of Danesgate especially those from vulnerable groups;
- g. to ensure where appropriate that pupils on the Danesgate roll receive full-time provision whilst out of mainstream school;
- h. that Danesgate is able to offer dual placements with mainstream schools for individual pupils;
- i. to facilitate the engagement of parent/carers and pupils to help address behaviour difficulties;
- j. to keep all young people on the path to success.

3 **The Behaviour and Attendance Partnership (the 'Partnership')**

The Partnership's remit is to consider, outside of the normal admission round, the admission to school of pupils of secondary school age where they are deemed to be hard to place.

The Partnership is likely to be more effective in placing Key Stage 3 pupils into a new school as it is expected that schools/academies work with Key Stage 4 pupils to seek alternative education options rather than necessarily seeking an alternative school or placement at Danesgate.

In coming to a decision it is expected that account will be taken of the number of hard to place/challenging pupils an individual school has admitted or excluded/managed moved over the previous 12 months.

Constitution

- a. The Partnership will consist of:
 - i. a representative from each mainstream secondary school or academy (normally a Head teacher, Deputy Head teacher or Assistant Head teacher);
 - ii. a representative from Danesgate (normally a Head teacher or Assistant Head teacher);
 - iii. an Officer of the City of York Council who will be the Chair of the Partnership;
- b. Each school/academy represented will have one vote. In the event of a tie the Chair of the Partnership will have the casting vote. At least six schools must be present at the meeting for the Partnership to be quorate;
- c. The Partnership meetings will be chaired and clerked by officers of the City of York Council;
- d. The Partnership will meet every month but additional meetings can be called if there are sufficient cases to consider;
- e. The Partnership will receive written evidence and supporting materials prior to the meeting but will not hear any personal appeals from parent/carers or pupils;
- f. The Partnership will be informed of the parental preference(s) for a new school and their reasons for those preferences;
- g. The Partnership will identify a preferred school for the pupil to be allocated a place at, considering trend data from the previous 12 months;
- h. The preferred school will be advised of the Partnership's decision and invited to admit the pupil. The pupil will normally be admitted within 8 school days of the meeting of the Partnership;
- i. The School Services team will normally, following a decision of the Partnership to allocate a school place, communicate these decisions to the pupil's parent/carers within 3 school days of the decision. Partnership may decide in some cases that it is more appropriate for this decision to be communicated by a school/academy itself. The Clerk to Partnership will coordinate this for each pupil where a decision has been made;

- j. Reintegration arrangements will begin immediately.

Parent/carers retain the normal right to appeal against the refusal of a preference. Should such an appeal be lodged for a pupil considered by the Partnership, the City of York Council (on behalf of the Partnership) would provide evidence to an independent appeal panel that a reasonable offer of a place had been made in accordance with local policy.

In accordance with the City of York Council's Home to School Transport Policy, any decision of the Partnership which meets the criteria for free transport will be provided. In exceptional circumstances free home to school transport will be provided to ensure the Partnership's decision can be implemented.

5 **Monitoring and Review**

The monitoring and review of the protocol's effectiveness will be the responsibility of the York Schools and Academies Board who will receive an annual report on those pupils who have been through the Partnership within the previous 12 months.

Part B

A protocol for allocating pupils a place at a City of York school outside of the normal admissions round

1 **Pupils who are covered by this part of the protocol:**

- a. pupils who have moved into the City of York Council area;
- b. pupils who are currently in a maintained York secondary school or academy and whose parent/carers are requesting another

- maintained York secondary school or academy;
- c. pupils who reside outside the City of York Council area who parent/carers are requesting a place in a City of York maintained school or academy;
- d. pupils not covered by Part A of this protocol.

2 **Key Principles:**

- a. to ensure that no pupil is without the offer of a school place within 10 days of submitting an application for a school place;
- b. to co-ordinate all admission requests, ensuring parent/carers have one place where they can access for all information and advice;
- c. to allow the York School and Academies Board to have access to all the relevant information on in-year admissions, allowing them to monitor the fairness and equity of all secondary schools admissions policies and processes in the City of York Council area;
- d. to enable good and timely co-ordination of admission requests and to allow the scope to seek managed moves for pupils that schools/academies believe would thrive in a new placement.

3 **Application Process and Allocation of Places**

- a. The parent/carers should complete an application for a school place either online or by paper form and this should be forwarded to the City of York Council School Services team;
- b. The City of York Council in consultation with the other school admission authorities within York, will where possible try to meet one of the parent/carers preferences. Before making any decision, consideration will be given to the number of pupils in the year group within the parent/carers' preferred schools; which schools are accessible or are within a reasonable distance of the home address, taking into account transport links to the school; and which of the preferred schools have places;
- c. The admissions authority for each secondary school/academy considers each application in line with its own admissions policy

and either allocates a place or arranges to send a letter/email to the parent/carer refusing a place and advising them of the right of appeal;

- d. The City of York Council is responsible for ensuring that all pupils of secondary school age are allocated a school place or alternative education provision so those schools which are their own admission authorities need to advise the School Services team when they allocate a pupil a place or when they refuse a pupil a place;
- e. If a parent/carer wants to change their child's school other than because of a change of address, it would be expected that the parent/carer had discussed the possible move with the child's current school before submitting an application.

Contact details for correspondence

The Clerk to the Behaviour and Attendance Partnership,
c/o City of York Council School Services
West Offices,
Station Rise,
York YO1 6GA
01904 551554
education@york.gov.uk

City of York Secondary Schools who
have agreed this protocol

All Saints' RC School
Archbishop Holgate's CE School
Fulford School
Huntington School
Joseph Rowntree School
Manor CE Academy
Millthorpe School
Vale of York Academy
York High School

[View school contact details](#)

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Out of Cohort?

Guidance on educating children out of
their chronological cohort

Last Updated: January 2017

Educating children with Special Educational Needs and Disabilities (SEND)

Introduction:

- 1 The purpose of this policy paper is to provide best practice guidelines in respect of pupils being educated in a year group different to that of their chronological age. Expectations of good practice are based upon the belief that it is in the child's best interests to be educated alongside their age equivalent peers with an appropriate level of differentiation. The responsibility for addressing individual needs lies with the school through an appropriate differentiated/enriched curriculum with relevant support. Evidence from a number of studies where this practice has been common indicates consistently that pupils retained a year out of cohort tend to experience more negative effects than positive, particularly those associated with self-esteem. There is no evidence of improved achievement compared to pupils who stay within their age group.
- 2 It should only be necessary in very exceptional circumstances for a pupil to be moved from their chronological age group. In no instance should this be more than a single National Curriculum year.

A Principles of Inclusive Practice:

- 1 Inclusion is about the quality of children's experiences; how they are helped to learn, achieve and participate fully in the life of the school. It

requires positive attitudes towards children who have difficulties in school, responsiveness to individual needs and a willingness amongst all staff to play their part.

- 2 The placement of a child or young person out of his or her chronological year group should not be viewed as a routinely appropriate strategy for meeting a pupil's Special Educational Needs.
- 3 The principles behind educational inclusion stress the importance of all pupils being educated alongside their peers. The responsibility for addressing individual needs lies with the school through an appropriately differentiated curriculum. Personalised learning is at the heart of ensuring that the provision that is made meets the individual pupil's needs.
- 4 Children and young people with Special Educational Needs and Disability (SEND) will require additional support arrangements, which should be described in a My Support Plan, Individual Education Plan or through provision mapping.
- 5 The needs of the child or young person should be viewed holistically. The individual's social and emotional development and well-being should be considered alongside their educational needs.

B For the Pupil:

- 1 Pupils are seldom uniformly delayed in their intellectual development. If a pupil is put into a younger age group and a reduced set of general expectations are in place, then areas of strength are at risk of not receiving appropriate stimulation. Similarly, physical, emotional and social expectations are likely to be inappropriate.
- 2 Some summer born children present other challenges. This group may show lower levels of achievement and maturity, but normally this should be addressed within the class group through differentiation of

the curriculum.

- 3 The consequences of 'making up' a year can be very negative for the pupil. The alternative – delayed phase transfers, SATs, GCSEs and school-leaving status can also be problematic.
- 4 A pupil's physical maturity may make them conspicuous within a younger peer group, particularly during adolescence.
- 5 Pupils should be active participants in any decision about their education and should receive explanation about the issue at a level that enables them express their own preferences.

C For the School:

- 1 The decision to move a pupil out of year has implications for admissions when the next year is oversubscribed. This can make it difficult for a school to plan pupil numbers for the following year. They may also block places for pupils due to be admitted and for whom placement may be appropriate or necessary.
- 2 In schools where there is a regular practice of moving children out of age group, staff should be alert to the fact that this may reflect issues in the school relating to curriculum differentiation.
- 3 If a SEND pupil is retained a year behind their chronological age the LA's statutory duty does not necessarily end at 19 years of age. Appropriate arrangements would need to be put in place for the pupil in the context of College of Further Education.

D Decisions

- 1 In the case of **children with Education, Health Care Plans or a Statement of Special Educational Needs**, the decision to retain a pupil in a year group below their chronological age is made by the school/LA after recommendations through the Annual Review meeting after discussion with appropriate outside agencies. The recommendation needs to be supported with clear evidence of resources used to support the pupil in their chronological year group. The final decision will be made by the LA.
- 2 For children who **do not have an Education Health Care Plan or a statement of Special Educational Needs**, responsibility for deciding whether to retain a child in a year group rests with the head teacher and governing body. However, Schools and Governors should be mindful of guidance and advice, and be fully aware of the implications as outlined above. The decision to take a pupil out of their peer group must never be taken lightly, and must be fully discussed with parents and other services, as appropriate.

Contact details for correspondence

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

[View school contact details](#)

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