

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

To: Councillor Waller

Date: Tuesday, 10 January 2023

Time: 10.00 am

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

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 12 January 2023**.

*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 6 January 2023**.

1. Declarations of Interest

At this point in the meeting, the Executive Member is asked to declare any disclosable pecuniary interest or other registerable interest they might have in respect of business on this agenda, if they have not already done so in advance on the Register of Interests.

2. Minutes

(Pages 1 - 6)

To approve and sign the minutes of the Decision Session held on 8 November 2022.

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 Friday 6 January 2023**. 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.

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https://www.york.gov.uk/downloads/file/11406/protocol_for_webcasting_filming_and_recording_of_council_meetings_20160809

4. Admission Arrangements for the 2024/25 (Pages 7 - 318) School Year

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 2024. 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 2024.

5. Urgent Business

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

Democracy Officer:

Name: Angela Bielby

Contact Details:

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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

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City of York Council

Committee Minutes

Meeting	Decision Session - Executive Member for Children, Young People and Education
Date	8 November 2022
Present	Councillor Waller
Apologies	Alison Edeson (Skills Team Manager) Martin Kelly (Corporate Director Children and Education) Rob Newton (Social Mobility Project Manager) Nicola Sawyer (Early Years Entitlement and Sufficiency Manager) Maxine Squire (Assistant Director Education and Skills)

17. DECLARATIONS OF INTEREST [10.00]

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

18. MINUTES [10.01]

Resolved: That the minutes of the Decision Session held on 15 March 2022 be approved and signed by the Executive Member as a correct record.

19. PUBLIC PARTICIPATION [10.02]

It was reported that there had been one registration to speak at the meeting under the Council's Public Participation Scheme. Cllr Lomas, Ward Councillor for Acomb, spoke on agenda item 4 Childcare Sufficiency Review. She explained problems with travel in Acomb and that it was poorly served regarding a lack of access and suitable childcare. She outlined what good childcare for vulnerable families would be, and explained that there was a lack of provision for disabled children and children with additional needs. She asked if the Executive Member would

work with the two local MPs in contacting the Secretary of State regarding childcare.

In response to comments made by Cllr Lomas, the Executive Member noted that active travel had not been blocked and that he had asked that all schools were consulted on it.

20. CHILDCARE SUFFICIENCY REVIEW [10.07]

The Executive Member considered a report that provided an on a review of childcare sufficiency across the city to understand the impact of low funding and recruitment and retention challenges on the early years and childcare sector. He noted that there were pressures due to a number of providers closing. The Assistant Director Education and Skills explained the access arrangements to childcare for children with SEND and she urged those parents to have discussions with their local childcare settings. Regarding housing developments, she explained that Section 106 (S106) contributions were written into developments.

The Assistant Director Education and Skills explained that the position was challenging for early years settings as they were funded in the same way as schools and there were national issues around funding. The Early Years Entitlement and Sufficiency Manager outlined the report, detailing the duty to provide sufficient early years and childcare, as far as is reasonably practicable. She explained that the Family Information Service supported families in finding childcare and that the council worked closely with providers regarding supply through the survey. She reported that only 85 providers had replied to the survey this year compared to over 130 last year and that there were also regular meetings with providers through the early years network which enabled further local intelligence to be gathered. She noted that issues with the sector were from historic underfunding, COVID and the current economic climate. She added that Ofsted had recommenced inspections following the pandemic and this causing an added pressure on settings.

The Early Years Entitlement and Sufficiency Manager noted the current situation for unmet demand from the provider point of view and added that although a number of providers had recently closed the vast majority expected to remain open for a further year. She was asked and confirmed that the Childcare Sufficiency Assessment would be completed during January

2023. The Executive Member noted the fragility of the childcare market and the importance to give the opportunity to childcare to all children in the city.

In response to a question from the Executive Member on the training and retention of early years staff, the Skills Team Manager explained that there was a workforce development campaign for the sector, and she highlighted the apprenticeship levy transfer. She encouraged businesses to contact the apprenticeship hub regarding the apprenticeship levy transfer.

The Early Years Entitlement and Sufficiency Manager was asked and confirmed that there was early years networking and that the improvement advisor team worked closely with the sector. She added that information sessions had been provided and the sector had been asked to provide feedback at other meetings.

The Executive Member thanked staff in response to pressures on the service and he;

Resolved: That;

- i. The content of the report be noted.
- ii. That the Executive Member, in conjunction with Officers, raise the issue of low funding, recruitment and retention and status of the sector as vulnerable with the Secretary of State for Education.
- iii. That Officers contact Ward Councillors in the Acomb, Bishopthorpe, City Centre, Dringhouses and Woodthorpe, Haxby and Wigginton, Huntington and New Earswick, Rawcliffe and Clifton Without and Rural West Wards about unmet demand. Due to amendments in the data, contact will be made with the ward councillors in the following wards Acomb, Bishopthorpe, City Centre, Dringhouses and Woodthorpe, Heworth and Heworth Without and Rawcliffe and Clifton Without
- iv. That a report on the Childcare Sufficiency Assessment be presented to the Executive Member at his Decision Session in February 2022.

Reason: To acknowledge the challenges faced by the early years and childcare sector in York, regionally and nationally and to escalate to the Secretary of State

for Education to implement national solutions and provide continued support with the cost of living.

21. EARLY TALK FOR YORK [10.25]

The Executive Member considered a report that detailed the outcomes of Early Talk for York and asked him to support the full rollout of the Early Talk for York approach. The Social Mobility Project Manager outlined the report detailing the aims, development and outcome of the scheme. He explained the work undertaken with the three schools involved in the scheme and how universal screening had been scaled up across the city. He noted the outcomes and impact of Early Talk for York, including the difference in outcomes for disadvantaged children involved in the scheme. He also noted the impact of COVID. He outlined the current position noting that the offer of a universal screening tool had been made, with 82% of providers signed up to using the tool. He added that there had been great partnership working, for example with family learning and the University of York. He then explained the next steps which was to expand universal screening.

In response to questions from the Executive Member, he explained that:

- Despite COVID, there had been improvements in outcomes nationally and improvements had been learnt as a result of Early Talk for York.
- Regarding the longevity of work to ensure long term improvements in social mobility and equality of access to education, schools and academies were maintaining investment in Early Talk for York.

The Executive Member acknowledged the flexibility of the approach for each setting, He thanked staff for their work on Early Talk for York and then;

Resolved: That;

- i. Support be given to the full rollout of Early Talk for York across the city.
- ii. A report measuring the outcomes of the full rollout of Early Talk for York be presented to the Executive Member in one year (November 2023).

Reason: Early Talk for York is demonstrating impact on improving children's outcomes in line with the original Theory of Change. Of particular note is that children's outcomes have continued to improve in the Early Talk for York area during the pandemic window whilst those in other areas have declined. This is particularly so for those children who are disadvantaged. As this work has demonstrated Early Talk for York appears to be an effective way of improving outcomes, particularly for the disadvantaged cohort, a roll out across the city is recommended so more children can benefit from this approach.

22. APPRENTICESHIPS UPDATE [10.40]

The Executive Member considered a report which provided an update on apprenticeships. The Skills Team Manager explained that the report covered a six month period. She reported that the quarter 3 apprenticeship figures for York were promising, with 980 apprenticeship starts, including a circa 14% increase on 16-18 year old apprenticeship starts. She added that the national full-year provisional figure was showing similar improvements.

The Skills Team Manager noted that there had been between 100 and 180 vacancies listed each week on the national website, within a 15-mile radius of York. Following the usual 'dip' in September, there had been an uplift in advertised vacancies during October, with a range of entry level roles. She explained that work with the apprenticeship hub took place across the city with 725 students in Year 7 to 11 taking part and she noted the work with NYBEP. She noted that at the council there were 80 active apprenticeships, which was a 50% increase on the previous year. She advised that the council had met its public sector target for 2021/22. She invited businesses to apply for the apprenticeship levy.

The Executive Member thanked the Skills Team Manager and teams for their work on apprenticeships. He noted the interest from the FSB regarding the levy transfer. He then;

Resolved: That;

- i. The content of the report be noted.

- ii. Future Apprenticeships Update reports be presented quarterly with the next report to include an update on information to changes in legislation.

Reason: To continue to encourage the creation of apprenticeship opportunities in York, by supporting local businesses to access available funding and to support routes to employment for residents.

Cllr Waller, Executive Member

[The meeting started at 10.00 am and finished at 10.47 am].



**Decision Session – Executive Member for
Children, Young People and Education****10 January 2023**

Report of the Assistant Director, Education and Skills

**Coordinated admissions schemes and admission arrangements for
the 2024-2025 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 2024.
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 2024.

Recommendations

3. The Executive Member for Children, Young People and Education is recommended to approve:
 - The proposed published admission numbers for all City of York Council schools for the school year beginning in September 2024, as set out in Annex A.

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

- The coordinated schemes and admissions policies for all City of York Council schools taking part in the consultation for the 2024-2025 school year, as set out in Annexes B – AA.

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. Published admissions numbers (PANs) are important because they relate to the maximum number of children it is intended to admit in the year of entry (reception in primary and infant schools, year 3 in junior schools, and year 7 in secondary schools). For year 12 entry in secondary schools, this number is the intended number of external applicants to be admitted, that is excluding those that attended Year 11 at that school who meet the required academic standards for and continue into Year 12.
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 coordination between admission authorities and local authorities will take place.

Consultation

10. After an invitation from the LA, most admission authorities within the LA area again agreed to take part in a joint consultation to provide parents, schools and other interested parties with the admissions arrangements for 2024 – 2025 in one place for those taking part.
11. Where a MAT are changing their admission arrangements they are also holding their own admission consultation in the Autumn to request responses through their own MAT website and school websites. Responses are considered prior to determination.
12. Nicholas Postgate Catholic Academy Trust declined to take part in the coordinated admission consultation for their York schools as the academy conversion was finalised on 31st August 2022 and the trust felt they could not review the admission arrangements for their newly acquired schools in time for the consultation. They will be holding their own consultation via their website <https://npcat.org.uk/> in the Autumn. The schools affected are
 - St Aelred's RC School
 - St George's RC School
 - St Wilfrid's RC School
 - Our Lady Queen of Martyrs RC School
13. LA officers have continued to support MATs and existing academies with the formulation of their admission arrangements, many of which now have arrangements that are operationally identical to the LA's own arrangements. Continuing the work which was jointly undertaken in 2017 with partner admission authorities, officers have continued to work with trusts in the development and maintenance of common definitions and practices between the policies of these schools, the LA, and the MATs.
14. This work assists academies with their admission arrangements and supports schools with their responsibilities, which were previously the responsibility of the LA, but also promotes the admissions policies of all non-faith schools are aligned. This work has continued the consistency of the admissions process.

15. 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.
16. The School Admissions Code of Practice 2021 requires that where consultation takes place it must be for a minimum of 6 weeks between 01 October and 31 January. Determination of these admission arrangements by admission authorities must be completed by 28 February 2023 for the school year beginning in September 2024. This timeframe means that consultation on arrangements takes place up to 23 months before children would be due to start school.
17. 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.
18. The consultation ran from 3rd October until 13th November 2021 and included admission arrangements for schools in the LA area for the 2024 - 2025 school year as listed in the annexes. Information was made widely available online and publicised by schools and the LA in newsletters and notices with reminders sent to all school offices and head teachers and requested to be forwarded to their respective Chair of Governors via email.

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.

Published Admission Numbers (PAN)

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

Maintained School Proposals

22. There are no maintained school PAN changes within the admission arrangements for 2024-2025.
23. Based on the principles in points 20 & 21, MATs propose following change to PANs:

VA and Academy Proposals

School	Proposal	Recommendation	Reason
Lakeside Primary School	Reduce PAN from 45 to 30 pupils	Support	To enable school to have a more efficient and effective resourcing model.

24. Ebor Academy Trust advises that Lakeside Primary Academy has falling rolls due to a reduction in birth rates. Lakeside is an undersubscribed school which historically has struggled to reach the current PAN of 45. The school is currently structured to provide one and half form entry and staff are recruited to teach this number of pupils. A reduction in PAN to 30 will enable the school to have a more efficient and effective resourcing model. The size of the original building does not cater for a PAN of 45, lowering the PAN will reduce reliance on temporary mobile classrooms. Staffing and resourcing the school efficiently ensures that teaching and learning is of the highest quality and children have the best possible experience.
25. Lakeside Primary School is administered by Ebor Academy Trust and is located in the north of the city, in Primary Planning Area 2 (PPA 2), which contains 4 schools in total. The PAN at Lakeside is 45; however due to reducing birth rates and pupil numbers in the catchment area for Lakeside and the planning area as a whole and to improve school organisation, Ebor Academy Trust are this year consulting to reduce the PAN to 30 from September 2024/25.
26. Current forecasts for PPA2 project a continued surplus of reception places for the forecasting period.

	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
Reception Demand	184	168	186	158	159	160	160
Reception Places Available	225	225	225	225	225	225	225
Surplus Places	41	57	39	67	66	65	65

27. This is forecast to lead to an increasing surplus of places in the PPA at a whole school level.

	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
Total forecast number of Pupils	1,278	1,258	1,245	1,199	1,170	1,158	1,135
Sum of Year Group Places	1,650	1,635	1,620	1,605	1,590	1,575	1,575
Surplus/(Deficit)	372	377	375	406	420	417	440

28. A reduction in PAN at Lakeside will go some way to addressing this issue and reducing the number of surplus places forecast for this planning area.
Not all children attending Lakeside live in Lakeside's catchment area. Similarly not all children living in Lakeside's catchment area choose to attend the school. However in both cases the majority of children choose to attend from a school or attend a school in PPA2. It is therefore necessary to determine the likely number of places required at Lakeside Primary School from children living in PPA2; this is shown in the table below and suggests that as things stand there is likely to be sufficient places at Lakeside for the expected number of children living in PPA2, with a PAN 30.

	2023/24	2024/25	2025/26	2026/27	2027/28
Number of children projected to live in PPA2 and require a place at Lakeside	25	29	24	24	24

29. It is harder to determine if all children living in Lakeside catchment will be allocated a place at Clifton with Rawcliffe Primary School (the preferred alternative school for children living in Lakeside's catchment), due to these children being allocated a place based on sibling and/or distance criteria. However, the close proximity to Clifton with Rawcliffe of many children living in Lakeside's catchment means historically all children living in Lakeside's catchment who have requested Clifton with Rawcliffe as a first preference have been allocated a place at the school, even during higher birth years.
Although it is acknowledged that the decision to decrease PAN at Lakeside Primary lies with their admission authority, namely Ebor Academy Trust, it is the opinion of Officers at City of York Council, that for the reasons listed above, a decrease in PAN should be supported.

School	Proposal	Recommendation	Reason
Skelton Primary School	Increase PAN from 20 to 26 pupils	We do not consider the increase to be necessary from a sufficiency perspective.	The MAT consider that increasing the PAN would allow the school to be educationally and financially efficient.

30. Hope Sentamu Learning Trusts advises that they would like to increase the PAN as there is capacity within school and the current PAN is neither educationally or financially efficient.
31. Skelton Primary School is a small village school with mixed year groups and a school nursery, that is located to the North of York and is administered by the Hope Sentamu Learning Trust. Skelton Primary is in primary planning area 10 (PPA10), which is a single school PPA). The PAN at Skelton Primary is currently 20; however the Hope Sentamu Learning Trust are this year consulting to raise the PAN to 26.
32. The current number on roll at the school is below the 140 places available.

Current Number on Roll (NOR)	
R	19
1	11
2	17
3	9
4	10
5	16
6	10
NOR	92

33. The school forecast for Skelton Primary School from Business Intelligence suggests the number of Reception places required at

the school over the next 7 years will be lower than the current PAN20. It is however worth noting that forecasting at an individual school level increases the risk of inaccuracies that might come about due to changes in parental preferences and migration etc.

	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
Forecast Reception Demand	18	11	14	12	12	12	12
Current Reception Places	20	20	20	20	20	20	20
Forecast Surplus	2	9	6	8	8	8	8

34. These forecasts take into account the projected number of places required from both within catchment and from other areas of York. The table below shows the number of children born in Skelton's catchment area and the number projected to still be living in catchment to start Reception. Although additional housing within Skelton Primary's catchment area has been put forward to begin in 2025/26, in the City of York's proposed Local Plan, this housing development is unlikely to be within a 2 mile safe walking route of Skelton Primary and the school would therefore not be considered a reasonable offer. Not all children living within Skelton Primary's catchment area request a place at Skelton Primary School, therefore, based on this and the figures below, it is likely that a targeted marketing campaign towards families living outside of Skelton's catchment area would be required to fill Skelton Primary to PAN26.

	Actual Births			Projected births in 2022				
Reception Year	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30
No. born and projected to be born in Skelton catchment area	20	11	16	13	13	13	14	13
No. projected to be living in Skelton catchment to start Reception		10	15	12	12	12	13	12

35. The catchment areas Skelton Primary School draws from other than its own, are also not expected to be over-subscribed.

36. Due to the projected inward in-year migration, whole school forecasts suggest there will be a number of year groups that are intermittently greater than 20. Despite this, whole school numbers are not projected to go over the 140 places available with a PAN20, and it is the opinion of officers that it would be possible for the school to flex with these numbers by making small adjustments to their school organisation.
37. In-year migration is still showing the impact of the additional housing in Skelton Primary's catchment area on the 'Former Del Monte, Skelton Park' site and it is therefore anticipated that in-year migration could once again drop back to levels previously seen, now the site is fully built out and occupied
38. The school building isn't currently large enough to accommodate a PAN26.
Net capacity measures the available space within a school and is used to determine the number of children a school is capable of accommodating. The net capacity at Skelton Primary School is recorded in the School's funding agreement as being 157. A recent net capacity assessment carried out at the school suggests this figure is now 120, which isn't large enough to accommodate the current PAN 20; however should the school convert the current library to a class base it would rise to 140. A net capacity of 182 would be required to support a PAN26.
39. Skelton Primary School's current PAN20 is forecast to result in a steady number of surplus places both in Reception and at a whole school level and an increase in PAN is therefore likely to increase the number of surplus places carried in York. Additionally, Skelton Primary do not have the physical classrooms to support a PAN26.
40. Although it is again acknowledged that the decision to increase PAN at Skelton Primary lies with the admission authority - Hope Sentamu Learning Trust, it is the opinion of Officers at City of York Council, that an increase in PAN is not necessary at Skelton and could be detrimental to other primary schools in the surrounding area, if Skelton draw additional children from their catchment areas.

School	Proposal	Recommendation	Reason
Carr Junior School	Reduce PAN from 90 to 60 pupils	Support	Carr Junior School has falling rolls due to a reduction in birth rates. This is further evident from the reduction from a three-form entry to a two-form entry in Carr Infant School from September 2023-24 admissions.

41. South Bank Multi Academy Trusts advised that Carr Junior School has falling rolls due to a reduction in birth rates. This is further evident from the reduction from a three-form entry to a two-form entry in Carr Infant School from September 2023-24 admissions. This is to match the PAN reduction of Carr Infants School from 2023-2024. The school and MAT have agreed to honour the school numbers from Carr Infant School above the PAN if necessary.
42. Carr Junior School is administered by South Bank MAT and is located in the west of the city, in Primary Planning Area 3 (PPA 3), which contains 5 schools in total. The PAN at Carr Junior is 90; however due to reducing birth rates and pupil numbers in the catchment area for Carr Infant/Junior Schools and the planning area as a whole, South Bank MAT are this year consulting to reduce the PAN to 60 from September 2024/25.
43. Carr Infant School consulted last year to reduce their PAN from 90 to 60 with effect from September 2023/24. As the sole school feeding into Carr Junior it is therefore appropriate for Carr Junior to take similar action. However, the reduced PAN 60 reception intake in 2023/24 at Carr Infant, will only reach Year 3 at Carr Junior in 2026/27, whereas the children entering Year 3 at Carr

Junior in 2024/25 with the proposed reduction in PAN to 60 are currently in Year 1 at Carr Infant. The table below shows the projected pupil numbers at Carr Junior school for the next 5 years. It is again worth noting that forecasting at an individual school level increases the risk of inaccuracies that might come about due to changes in parental preferences and migration etc.

	Year	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
Carr Junior School	3	64	57	63	47	56	50
	4	82	63	57	62	46	55
	5	62	84	64	58	63	47
	6	89	61	82	63	57	62

44. The previous table suggests that from 2025/26 onwards fewer than 60 children are anticipated to require a place in year 3 at Carr Junior School. Reassurance of the school's intention to accommodate all children currently on roll at Carr Infant School have been received and welcomed by CYC from South Bank MAT, with respect to the anticipated projected need for 63 places in year 3 in 2024/25.
45. As is the case for Carr Infant School, reducing the PAN would mean this school/area requires proactive monitoring each admissions round to spot any changes in trend quickly and act swiftly. A reversal of the reduction in PAN could be required when new housing developments tend towards maximum pupil yield.
46. For the reasons given above, it is the opinion of officers that South Bank MAT's decision to reduce the PAN at Carr Junior School should be supported.

School	Proposal	Recommendation	Reason
Millthorpe School	Reduce PAN from 212 pupils to 210 pupils	Support	The proposed reduction to a PAN of 210 would enable an efficient seven form entry.

47. South Bank Multi Academy Trust advised that Millthorpe School currently operates on a non-standard PAN of 212, the proposed reduction to a PAN of 210 would enable an efficient seven form entry.
48. Millthorpe Secondary School is located in the Secondary Planning Area West (SPA West) and is administered by South Bank MAT. The PAN at Millthorpe is 212; however for the purposes of school organisation, South Bank MAT are this year consulting to reduce the PAN to 210 from September 2024/25.
49. Millthorpe are currently experiencing high numbers of pupils within catchment and this year admitted 237 pupils into year 7 as the first year of an anticipated 3 year bulge. Work has been carried out at Millthorpe School to enable the school to go over PAN during this period and South Bank MAT have set out their intention to honour this need to go over PAN, should it be necessary, in both 2023/24 and 2024/25 in a grant agreement.
50. The table shows the anticipated number of children expected to be living in Millthorpe's catchment area and requiring a place at Millthorpe over the next 6 years. It is based on known births within catchment and historical migration, preference and allocation data. However these figures exclude the small number of children from other catchment areas who will be allocated a place at Millthorpe due to their special educational need requirements. These figures do not include children living in other catchment areas and requesting a place at Millthorpe.

	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
Forecast need for Year 7 places from within catchment - Millthorpe	208	225	203	198	198	179

51. It can therefore be seen that with the exception of 2024/25, for which a grant agreement is in place, Millthorpe is forecast to have sufficient places for children living within catchment with a PAN 210. Unfortunately for many reasons the forecasting process cannot be 100% accurate, therefore even though only a small reduction in PAN is being proposed it is possible that this reduction could mean that in some years it might be preferable for Millthorpe to go over PAN on national offer day, in order to

accommodate all children living in catchment and requiring a place. Reassurances would therefore be welcomed from South Bank MAT that children living in catchment will continue to be accommodated.

- 52. In-year migration is both inward and outward across different year groups and similarly as with a PAN 212 a PAN 210 could cause difficulties whilst the numbers of secondary aged pupils in SPA West remains high.
- 53. For the reasons given above it is the opinion of officers that South Bank MAT's decision to reduce the PAN at Millthorpe to 210, should be supported. However reassurances of the MAT's intention to continue to accommodate all children living in catchment beyond 2024/25 should it be necessary, would be welcomed.

School	Proposal	Recommendation	Reason
York High School	Reduce PAN from 180 to 150 pupils	Support	A reduction in PAN to 150 would enable the school to resource and staff the curriculum efficiently and with certainty.

- 54. South Bank Multi Academy Trust advised that York High has historically struggled to reach their PAN of 180 which has created operational instability. A reduction in PAN to 150 would enable the school to resource and staff the curriculum efficiently and with certainty.
- 55. York High School is located in the Secondary Planning Area West (SPA West) and is administered by South Bank MAT. The PAN at York High is 180; however South Bank MAT are this year consulting to reduce the PAN to 150 from September 2024/25.

56. The table below shows the anticipated number of children expected to be living in York High’s catchment area and requiring a place at York High over the next 6 years. It is based on known births within catchment and historical migration, preference and allocation data. This data does not include children living in other catchment areas and requesting a place at York High.

	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
Forecast need for Year 7 places from within catchment - York High	162	151	135	123	127	108

57. No school exists in isolation and reducing the PAN at one school can ‘push back’ children to another school. In 2024/25, 10 children living in Millthorpe’s catchment area are forecast to request a place at York High School as a 1st preference. If a PAN 150 is adhered to in 2024/25, then it is anticipated that these 10 children will require a place at Millthorpe pushing the number of children living in catchment and requiring a place in Year 7 up to 235.
58. From 2025/26 onwards forecasts using the data currently available suggest a PAN 150 will be sufficient to allow York High School to provide Year 7 places to children requiring a place living in the School’s catchment area.
59. For the reasons given above, it is the opinion of officers that South Bank MAT’s decision to reduce the PAN at York High School should be supported.

Admission Policies

60. The LA has consulted with relevant admission authorities on the proposed admissions arrangements for the 2024-25 school year. The City of York has proposed the published admission number (PAN) for all schools, highlighting any changes in Annex A. The City of York proposed coordinated schemes and admissions policies are set out in Annexes B–H. Policies for voluntary aided and academy schools are contained in annexes J - R with Year 12 admissions policies contained in annexes S - W.
61. The coordinated schemes Annexes B – E are applicable to all state funded schools in York including community, voluntary controlled, voluntary aided and academy schools.

62. 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.
63. The City of York admissions policies have had no changes from those determined in August following the implementation of School Admissions Code 2021.

VA and Academy Proposals

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

Schools	Proposal	Recommendation	Reason
St Lawrence's CE School	To adopt the trust admission arrangements to remove any faith or parish admission criteria	Support	As St. Lawrence's CE School is under subscribed the opportunity was taken to remove the faith based over subscription criteria.

64. Pathfinder Multi Academy Trust advised that the change in the admissions policy at St Lawrence's was made following discussions with the Diocese around the use of faith-based oversubscription criteria. Both the Diocese and ourselves were aware that this is one of the more sensitive issues around

admissions and one which is potentially open to challenge and misuse. As St Lawrence's has been significantly undersubscribed for a number of years the opportunity was taken to remove the faith-based criteria.

- 65. In the last three years of entry for reception, there were no school places allocated with a faith based criteria for St Lawrence's CE School. The last time the faith based criteria was used to allocate a school place was 2018-19, however in 2018-19 the school was under subscribed so places were available.
- 66. As an undersubscribed school, with places available, the faith based criteria is not required within the admission arrangements for children linked to the local church or within parish to secure a school place at St Lawrence's CE School.
- 67. The admission arrangements for St Lawrence's CE School are therefore aligned to the majority of other primary schools within the Pathfinder Multi Academy Trust with only one primary other school retaining the faith based oversubscription criteria within their admission arrangements.
- 68. As such officers recommend that the admission policy be supported for the reasons above.

Schools	Proposal	Recommendation	Reason
Fulford School	Include children of staff and children attending a linked school as an admission criteria within the admission arrangements	Support	To allow staff children places within school and also pupils attending linked schools not living in catchment a criteria above a distance criteria.

- 69. The trust have requested the addition of children of staff and also children attending linked schools within their admission policy.

70. The School Admission Code 2021 allows Admission Authorities the opportunity to include staff school places “1.39 Admission authorities may give priority in their oversubscription criteria to children of staff in either or both of the following circumstances:
a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made; and/or
b) the member of staff is recruited to fill a vacant post at the school for which there is a demonstrable skill shortage.
71. South York Multi Academy Trust (SYMAT) have used this terminology within the admission arrangements and also include a maximum of 10 staff school places.
72. The School Admission Code 2021 allows Admission Authorities the opportunity to include feeder school places “1.15 Admission authorities may wish to name a primary or middle school as a feeder school. The selection of a feeder school or schools as an oversubscription criterion must be transparent and made on reasonable grounds.” SYMAT refer to feeder schools as linked school.
73. The linked schools are listed within the admission arrangements and are schools which are within the catchment area of Fulford School which is transparent and reasonable in line with the Code.
74. The effect would be that children who attend the linked schools and do not live within the catchment area would be provided with the criteria of linked school based on their attendance at the feeder school rather than a distance criteria. Therefore prioritising the attendees of feeder schools with existing links to the catchment without living in it. Although falling birth rates could see this change in the future, currently over 80% of children attending the proposed linked schools are already resident in Fulford School’s catchment area. Therefore most children attending the linked schools would be provided with a catchment criteria based on living within the catchment area.

	2020/21	2021/22	2022/23
Percentage attending a linked school and living in Fulford catchment	84%	83%	82%

75. Of those who are not resident in Fulford School's catchment area, but who are attending a linked school, fewer than a third have chosen Fulford as a first preference in the most recent 3 admission rounds. It is acknowledged that this again could change, once parents are aware their priority status within the oversubscription criteria has changed, increasing their child's likelihood of being allocated a place at Fulford School.

	2020/21	2021/22	2022/23
Number of children not living in Fulford catchment but attending a linked school, who choose Fulford as a 1st preference	13	15	8
Percentage not living in Fulford catchment but attending a linked school, who choose Fulford as a 1st preference	23%	31%	15%

76. The inclusion of children of staff at Fulford School (criteria 6) and children who attend linked schools (criteria 7) is after the children who live within the catchment area normally served by the preferred school therefore it will not impact on the availability of school places for pupils within catchment which is a priority for the LA as we use a catchment area allocation model.
77. As such officers recommend that the admission policy be supported for the reasons above.

Catchment Areas

78. Catchment areas are designed to be reasonable and clearly defined. The following factors have been taken into account when considering the changes in catchment area.
- a) The number of children (pupil yield) expected from the new housing developments.

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

Admission Consultation Responses

80. All maintained schools and academies in York were asked for their comments on admission arrangements and proposed PANs. The consultation survey was accessed 6 times with 2 named respondents from school representatives.
81. The open admission consultation which was available to the general public was also accessed 13 times including 5 named respondents including members of the public and parents. 8 respondents were classified as parent/carers.
82. Responses have been categorised below as either PAN consultation response, admission policy consultation response or catchment area consultation response.

PAN Consultation Responses

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

Admission Policy Consultation Responses

84. No comments were left regarding the fairness and accessibility of information relating to starting primary school.
85. No comments were left regarding the fairness and accessibility of information relating to starting junior school.

86. Two responses were left regarding the fairness and accessibility of information for starting secondary school.
87. Response 1 related to the respondent's catchment school being a church school and the admission criteria of religion and siblings being a higher priority/criteria than those living in catchment is considered unfair. The respondent did not leave their contact details to be able to confirm the school in question or discuss their response. The response is thought to relate to Archbishop Holgate's CE Academy therefore the response has been forwarded to the Pathfinder Multi Academy Trust.
88. Response 2 related to the admission arrangements at All Saint's RC School in particular criteria 9 Members of other Christian Churches, the respondent considers the criteria to be unfair as it excludes Christian children who belong to churches which are not part of Churches Together in England. This response relates to All Saints RC School and has therefore been forwarded to All Saints RC School for their consideration.

Catchment Area Changes Responses

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

Implications

Financial

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

Human Resources

91. *There are no implications relating to HR.*

Equalities

92. The Council needs to take into account the Public Sector Equality Duty under Section 149 of the Equality Act 2010 (to have due regard to the need to eliminate discrimination, harassment, victimisation and any other prohibited conduct; advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it and foster good relations between persons who share a relevant protected characteristic and persons who do not share it in the exercise of a public authority's functions).
93. An Equalities Impact Assessment has been carried out and is annexed to this report at Annex AB In summary, the result of the assessment is low impact.

Legal

94. Under section 94 of the School Standards and Framework Act 1998, admission authorities (whether an LA or a MAT) are responsible for making arrangements to enable parents to appeal against the refusal of a school place should they wish to do so. Where schools are proposing to reduce PAN, if there are more applicants than places available there is a potential for an increased number of appeals to be received in respect of those schools. If other local schools are required to take on pupils who might otherwise have attended one of the PAN-reducing schools, those schools might also see an increased number of appeals if the knock-on effect of the additional admissions is that other pupils are refused places.
95. There are no implications relating to equalities.

Crime and Disorder

96. There are no Crime and Disorder implications.

Information Technology (IT)

97. There are no IT implications.

Property

98. There are no property implications.

Other Implications

99. There are no other implications.

Risk Management

100. No direct implications.

Council Plan

101. **Well paid jobs and an inclusive economy**
Education will continue to provide vital employment to those working in the education sector and their stakeholders. Whilst also providing with children and young people with the education, skills and knowledge to be able to join the job market when they finish their education.
102. **A greener and cleaner city**
Both the Admission Consultation and school admission policies within the City of York focus on providing a local school for local children. Attending a local school allows greater opportunity for children and parents to walk or cycle to school.
103. **Getting around sustainably**
Both the Admission Consultation and school admission policies within the City of York focus on providing a local school for local children. Attending a local school allows greater opportunity for sustainable travel including walking or cycling to school.
104. **Good health and wellbeing**
The school admission policies give parents/carers choices for their child's education so that children are able to attend local schools building friendships and be part of a local community, which assists with good health and well-being.
105. **Safe communities and culture for all**
When schools are able to change their published admission numbers to the benefit of their pupils, staff and the local community, it illustrates a great deal of consideration for the needs of the local community and provides an effective learning environment for all.

106. **Creating homes and a world class infrastructure**
The changes to school catchment areas are to include the planned new residential building developments to ensure that schools can cater for forecasts in the pupil numbers to allow the continuation of local children attending local schools.
107. **A better start for all children and young people**
A city wide admissions policy that is agreed and fully consulted on ensures that all school admission policies are aligned and ensures fair access to education for all children and young people.
108. **An open and effective council**
A city wide admissions policy that is agreed and fully consulted on ensures that all school admission policies are aligned and ensures fair access to education for all children and young people.

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**Report
Approved**

Date 28/12/2022

Specialist Implications Officer(s)

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Wards Affected:

All

For further information please contact the author of the report

Annexes

Annex A	2024/2025 Proposed Published Admission Numbers
Annex B	2024/2025 Coordinated admissions scheme – applying to start infant or primary school
Annex C	2024/2025 Coordinated admissions scheme – applying to start junior school
Annex D	2024/2025 Coordinated admissions scheme – applying to start secondary school
Annex E	Coordinated admissions scheme – applying to school In Year
Annex F	2024/2025 Admissions policy – City of York Council community and voluntary controlled infant and primary schools
Annex G	2024/2025 Admissions policy – City of York Council community and voluntary controlled secondary schools
Annex H	Admissions policy – City of York Council community and voluntary controlled In Year
Annex I	2024/2025 Admissions policy – All Saints RC Aided School
Annex J	2024/2025 Admissions policy – Archbishop Holgate’s CE Academy
Annex K	2024/2025 Admissions policy – Ebor Academy Trust
Annex L	2024/2025 Admissions policy – Heworth CE Primary Academy
Annex M	2024/2025 Admissions policy – Hope Learning Trust
Annex N	2024/2025 Admissions policy – Huntington Primary Academy
Annex O	2024/2025 Admissions policy – Manor CE Academy
Annex P	2024/2025 Admissions policy – Pathfinder Multi Academy Trust
Annex Q	2024/2025 Admissions policy – South Bank Academy Trust

Annex R	2024/2025 Admissions policy – South York Multi Academy Trust
Annex S	2024/2025 Admissions policy for Year 12 entry – All Saints RC Aided School
Annex T	2024/2025 Admissions policy for Year 12 entry – Archbishop Holgate’s CE Academy
Annex U	2024/2025 Admissions policy for Year 12 entry – Fulford School
Annex V	2024/2025 Admissions policy for Year 12 entry – Huntington School
Annex W	2024/2025 Admissions policy for Year 12 entry – The Joseph Rowntree School
Annex X	2024/2025 Admissions policy – All Saints RC Aided School SIF
Annex Y	2024/2025 Admissions policy – Archbishop Holgate’s CE Academy SIF
Annex Z	2024/2025 Admissions policy – Manor CE Academy SIF
Annex AA	2024/2025 Admissions policy – Heworth CE Primary Academy SIF
Annex AB	Equalities Impact Statement

Reception Published Admission Number			
Community and Voluntary Controlled Primary and Infant Schools	Current (2022/23)	Previously Determined (2023/24)	Proposed (2024/25)
2003	90	60	60
2018	60	60	60
2013	60	60	60
2007	45	45	45
3152	20	20	20
2008	45	45	45
2241	45	45	45
3158	30	30	30
3159	12	12	12
2014	60	60	60
2058	50	50	50
3002	30	30	30
3222	15	15	15
3156	45	45	45
3003	28	28	28
2227	15	15	15
2017	90	80	80
2240	40	40	40
2015	60	60	60
Voluntary Aided and Academy Primary Schools			
2000	45	45	45
2431	30	30	30
2386	50	50	50
2024	30	30	30
2430	90	90	90
3151	30	30	30
2009	45	45	45
2001	60	60	60
3302	20	20	20
2028	45	45	45
2180	60	60	60
2011	60	60	60
2428	45	45	30
2021	30	30	30
2176	45	45	45
3904	60	60	60
2012	40	40	40
2029	60	60	60
3212	85	75	75
2349	15	15	15
2016	60	60	60
2169	20	20	26
3401	30	30	30
3402	30	30	30
2020	30	30	30
3403	40	40	40
2429	30	30	30
3380	30	30	30
2027	60	60	60
Total Reception places available			
	2115	2065	2056

Year 3 Published Admission Number			
Community and Voluntary Controlled Junior Schools	Current (2022/23)	Previously Determined (2023/24)	Proposed (2024/25)
3229	60	60	60
2002	90	90	60
Total Year 3 places available			
	150	150	120

Year 7 Published Admission Number			
Community and Voluntary Controlled Secondary Schools	Current (2022/23)	Previously Determined (2023/24)	Proposed (2024/25)
4063	239	239	239
4508	232	232	232
Voluntary Aided and Academy Secondary Schools			
4702	178	178	178
4500	300	300	300
4153	270	300	300
4602	240	240	240
4229	212	212	210
4000	150	150	150
4001	180	180	150
Total Year 7 places available			
	2001	2031	1999

Year 12 'External' Published Admission Number			
Community and Voluntary Controlled Secondary Schools	Current (2022/23)	Previously Determined (2023/24)	Proposed (2024/25)
4063	30	30	30
4508	30	30	30
Voluntary Aided and Academy Secondary Schools			
4702	35	35	35
4500	40	40	40
4153	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

2024 - 2025

Last Updated: August 2022

Last Approved: TBC

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 2024.
2. This scheme complies with the requirements of the School Admissions Code 2021 and all current legislation regarding school admissions.
3. This scheme is reviewed each year and subject to a period of consultation amongst schools, governing bodies, admission authorities, neighbouring local authorities, parent/carers and other interested parties. It is considered within this consultation alongside the admission arrangements of all state-funded schools within the City of York area.
4. This scheme applies to all state-funded primary and infant schools in the City of York area who admit children at the start of Reception as the normal year of entry. It aims to ensure that within the operation of an equal preference system:
 - a) each applicant only receives one offer of a school place;
 - b) each applicant is offered the highest ranked preference school that is available; and
 - c) a single offer is made for all applicants on the same day.
5. This scheme applies to applications within the primary admissions round, that is when applying for a place in Reception as the normal year of entry to start primary or infant school for the first time. It does not apply to 'in-year' applications for a place at primary or infant school. In-year admissions are those that are made either during the school year, or for admission into year groups other than the normal year of entry. More information on in-year admissions can be found in the City of York In-Year Admissions Policy.
6. Information regarding applying for a place at primary or infant school can be found on the City of York School Admissions website at

www.york.gov.uk/admissions 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/admissions 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 2024'.
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 2024. 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 1 March 2024, 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 2024 or the next working day, if it falls on a weekend or bank holiday.
6. If a place cannot be allocated at a school named as a preference, a place will be allocated at an alternative school where places are still available. This will be after all those preferencing a school have first been allocated a place. This may be a school some distance from the home address of the applicant.
7. No places will be held in reserve for any school.

G Waiting Lists

1. A waiting list will be compiled for all oversubscribed schools and kept until at least 31 December 2024.
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 2023	Guide for Parents published online at www.york.gov.uk/guideforparents
by 12 September 2023	Opening date for applications. 'School admissions application for Primary School in September 2024' form made available and online applications start to be accepted at www.york.gov.uk/schooladmissions
by 15 November 2023	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 2024, informing parent/carers that applications should be made online by 15 January 2024. 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 2024' form.
15 January 2024	Closing date for 'on-time' applications (both online and by paper 'School admissions application for Primary School in September 2024' form)
from 16 January 2024	Applications received may be treated as 'late'
by 22 January 2024	Communicate the total number of first preferences expressed to each City of York primary and infant school
by 25 January 2024	Receive information about applicants resident outside the City of York area expressing preferences for schools within the City of York area from other Local Authorities
By 25 January 2024	Provide information about applicants resident in the City of York area expressing preferences for schools outside the City of York area to other Local Authorities for their consideration.

by 29 January 2024	Provide details of all preferences expressed for Voluntary Aided and Academy schools within the City of York area to those schools for their consideration
by 19 February 2024	Receive completed ranked lists of all preferences from Voluntary Aided and Academy schools within the City of York area
by 18 February 2024	Last date by which Voluntary Aided and Academy schools can notify the Local Authority of an increase in the number of places to be allocated on National Offer Day. This is to allow the Local Authority good time to deliver its co-ordination responsibilities effectively. The number of places cannot be decreased below the PAN.
by 11 March 2024	First exchange of information, including to whom allocations can be made, to other coordinating Local Authorities for applicants resident outside the City of York area
by 11 March 2024	First exchange of information, including to whom allocations can be made, from other coordinating Local Authorities for applicants resident in the City of York area
by 25 March 2024	Final exchange of information, including to whom allocations can be made, to other coordinating Local Authorities for applicants resident outside the City of York area
by 25 March 2024	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 2024	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 2024 or next working day	Allocations communicated to City of York resident applicants by email and/or by letter

27 April 2024 – 31 August 2024	Communicate adjustments to allocations to schools and other admission authorities
17 May 2024	Deadline for return of appeal papers for 'on-time' applicants
10 June 2024 – 19 July 2024	Admissions appeals for 'on-time' applicants
September 2024	Start of the school year
31 December 2024	Earliest date waiting lists may close – the exact date for each admission authority may vary according to their admissions arrangements.

DRAFT

J Contact details for correspondence

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

K City of York Primary and Infant Schools

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

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

[View school contact details](#)

School details correct at the time of update

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Junior Schools in the City of York Local Authority area

Coordinated Admissions Scheme

Year 3 entry

2024 - 2025

Last Updated: August 2022

Last Approved: TBC

A Introduction

1. This coordinated scheme provides a framework for a fair and open way of determining applications to start junior school in September 2024.
2. This scheme complies with the requirements of the School Admissions Code 2021 and all current legislation regarding school admissions.
3. This scheme is reviewed each year and subject to a period of consultation amongst schools, governing bodies, admission authorities, neighbouring local authorities, parent/carers and other interested parties. It is considered within this consultation alongside the admission arrangements of all state-funded schools within the City of York area.
4. This scheme applies to all state-funded junior schools in the City of York area who admit pupils at the start of Year 3 as the normal year of entry. It aims to ensure that within the operation of an equal preference system:
 - a) each applicant only receives one offer of a school place;
 - b) each applicant is offered the highest ranked preference school that is available; and
 - c) a single offer is made for all applicants on the same day.
5. This scheme applies to applications within the junior admissions round, that is when applying for a place in Year 3 as the normal year of entry to start junior school for the first time. It does not apply to 'in-year' applications for a place at junior or primary school. In-year admissions are those that are made either during the school year, or for admission into year groups other than the normal year of entry. More information on in-year admissions can be found in the City of York In-Year Admissions Policy.

6. Information regarding applying for a place at junior school can be found on the City of York School Admissions website at www.york.gov.uk/admissions 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/admissions 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 2024'.
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 2024. 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 1 March 2024, 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 2024 or the next working day, if it falls on a weekend or bank holiday.
6. If a place cannot be allocated at a school named as a preference, a place will be allocated at an alternative school where places are still available. This will be after all those preferencing a school have first been allocated a place. This may be a school some distance from the home address of the applicant.
7. No places will be held in reserve for any school.

8. Allocations will be made to all City of York infant school 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 2024.
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 2023	Guide for Parents published online at www.york.gov.uk/guideforparents
by 12 September 2023	Opening date for applications. 'School admissions application for Junior School in September 2024' form made available and online applications start to be accepted at www.york.gov.uk/schooladmissions
15 January 2024	Closing date for 'on-time' applications (both online and by paper 'School admissions application for Junior School in September 2024' form)
from 16 January 2024	Applications received may be treated as 'late'
by 22 January 2024	Communicate the total number of first preferences expressed to each City of York primary and infant school
by 25 January 2024	Receive information about applicants resident outside the City of York area expressing preferences for schools within the City of York area from other Local Authorities
By 25 January 2024	Provide information about applicants resident in the City of York area expressing preferences for schools outside the City of York area to other Local Authorities for their consideration.
by 29 January 2024	Provide details of all preferences expressed for Voluntary Aided and Academy schools within the City of York area to those schools for their consideration
by 19 February 2024	Receive completed ranked lists of all preferences from Voluntary Aided and Academy schools within the City of York area
by 18 February 2024	Last date by which Voluntary Aided and Academy schools can notify the Local Authority of an increase in the number of places to be allocated

	on National Offer Day. This is to allow the Local Authority good time to deliver its co-ordination responsibilities effectively. The number of places cannot be decreased below the PAN.
by 11 March 2024	First exchange of information, including to whom allocations can be made, to other coordinating Local Authorities for applicants resident outside the City of York area
by 11 March 2024	First exchange of information, including to whom allocations can be made, from other coordinating Local Authorities for applicants resident in the City of York area
by 25 March 2024	Final exchange of information, including to whom allocations can be made, to other coordinating Local Authorities for applicants resident outside the City of York area
by 25 March 2024	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 2024	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 2024 or next working day	Allocations communicated to City of York resident applicants by email and/or by letter
27 April 2024 – 31 August 2024	Communicate adjustments to allocations to schools and other admission authorities
17 May 2024	Deadline for return of appeal papers for 'on-time' applicants
10 June 2024 – 19 July 2024	Admissions appeals for 'on-time' applicants
September 2024	Start of the school year
31 December 2024	Earliest date waiting lists may close – the exact date for each admission authority may vary according to their admissions arrangements.

J Contact details for correspondence

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

K City of York Junior Schools

None currently.

DRAFT

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Secondary Schools in the City of York Local Authority area

Coordinated Admissions Scheme

Year 7 entry

2024 - 2025

Last Updated: August 2022

Last Approved: TBC

A Introduction

1. This coordinated scheme provides a framework for a fair and open way of determining applications to start secondary school in September 2024.
2. This scheme complies with the requirements of the School Admissions Code 2021 and all current legislation regarding school admissions.
3. This scheme is reviewed each year and subject to a period of consultation amongst schools, governing bodies, admission authorities, neighbouring local authorities, parent/carers and other interested parties. It is considered within this consultation alongside the admission arrangements of all state-funded schools within the City of York area.
4. This scheme applies to all state-funded secondary schools in the City of York area who admit pupils at the start of Year 7 as the normal year of entry. It aims to ensure that within the operation of an equal preference system:
 - a) each applicant only receives one offer of a school place;
 - b) each applicant is offered the highest ranked preference school that is available; and
 - c) a single offer is made for all applicants on the same day.
5. This scheme applies to applications within the secondary admissions round, that is when applying for a place in Year 7 as the normal year of entry to start secondary school for the first time. It does not apply to 'in-year' applications for a place at secondary school. In-year admissions are those that are made either during the school year, or for admission into year groups other than the normal year of entry. More information on in-year admissions can be found in the City of York In-Year Admissions Policy.

6. Information regarding applying for a place at secondary school can be found on the City of York School Admissions website at www.york.gov.uk/admissions 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/admissions 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 2024'.
2. The form will be used for the purpose of admitting pupils into the first year of secondary education by making one single application.
3. The form must be used as a means of expressing one or more preferences by applicants who are parent/carers resident in the City of York Local Authority (LA) area wishing to express a preference for their child:
 - a) to be admitted to a school within the LA area (including Voluntary Aided Schools and Academies); and/or
 - b) to be admitted to a school located in another LA area (including Voluntary Aided Schools and Academies).
4. Applicants resident in other Local Authority areas should apply to the Local Authority in which they are resident and consult the coordinated admissions scheme for that Local Authority area.
5. The form will invite applicants to –
 - a) express in rank order up to five preferences, including Voluntary Aided schools, Academies and schools outside the City of York area;
 - b) give their reasons for their preference(s); and

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

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

10. The closing date for applications is 31 October 2023. Completed forms must be returned to the LA including those applicants who indicate a school outside the City of York area. Completed forms can be returned to the LA via City of York 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 15 January 2024, the LA will not accept any late applications or changes of preference or changes of circumstances and treat them as 'on-time' applications or preferences, as to do so later would jeopardise the process of timely LA coordination.

3. Late applications received between the closing date for applications and the date places are offered may be applied a lower priority when determining to whom places can be offered.
4. Late applications received after the offer day, but before the start of the school year will be coordinated using the same arrangements and criteria as 'on-time' applications, although the availability of places will

depend on where places are still available as well as the preferences of applicants.

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

D Coordinating Applications

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

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

E Decisions on Applications

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

F Allocations

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

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

2. Each applicant will receive no more than one allocation of a school place. A place will be allocated at the highest ranking school named as a preference for which they are eligible for a place.
3. The LA, as the coordinating Local Authority for all applicants resident in the City of York area, will allocate school places on behalf of all admission authorities operating within the coordinated scheme.
4. The LA will provide all City of York secondary schools with a provisional list of the pupils to be allocated a place at their schools before the date on which allocations are made. This list may be amended by the LA at a later date. Schools should not contact parent/carers until after allocations have been made by the LA.
5. Allocations will be made on the National Offer Day, 1 March 2024 or next working day if it falls on a weekend or bank holiday.
6. If a place cannot be allocated at a school named as a preference, a place will be allocated at an alternative school where places are still available. This will be after all those preferencing a school have first been allocated a place. This may be a school some distance from the home address of the applicant.
7. No places will be held in reserve for any school.

8. Allocations will be made to all City of York pupils even if parent/carers have not applied for a school place as the LA has a responsibility to ensure a school place is available for every pupil. Allocations will not be made where a parent/carers 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 2024.
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 2023	Guide for Parents published online at www.york.gov.uk/guideforparents
by 12 September 2023	Opening date for applications. 'School admissions application for Secondary School in September 2024' form made available and online applications start to be accepted at www.york.gov.uk/schooladmissions
by 14 September 2023	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 2023. 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 2024' form.
September 2023 – October 2023	Secondary school open evenings
31 October 2023	Closing date for 'on-time' applications (both online and by paper 'School admissions application for Secondary School in September 2024' form)
from 01 November 2023	Applications received may be treated as 'late'

by 15 November 2023	Communicate the total number of first preferences expressed to each City of York secondary school
by 15 November 2023	Receive information about applicants resident outside the City of York area expressing preferences for schools within the City of York area from other Local Authorities
by 15 November 2023	Provide information about applicants resident in the City of York area expressing preferences for schools outside the City of York area to other Local Authorities for their consideration.
by 04 December 2023	Provide details of all preferences expressed for Voluntary Aided and Academy schools within the City of York area to those schools for their consideration
by 11 January 2024	Receive completed ranked lists of all preferences from Voluntary Aided and Academy schools within the City of York area
by 11 January 2024	Last date by which Voluntary Aided and Academy schools can notify the Local Authority of an increase in the number of places to be allocated on National Offer Day. This is to allow the Local Authority good time to deliver its co-ordination responsibilities effectively. The number of places cannot be decreased below the PAN.
by 18 January 2024	First exchange of information, including to whom allocations can be made, to other coordinating Local Authorities for applicants resident outside the City of York area

by 18 January 2024	First exchange of information, including to whom allocations can be made, from other coordinating Local Authorities for applicants resident in the City of York area
by 15 February 2024	Final exchange of information, including to whom allocations can be made, to other coordinating Local Authorities for applicants resident outside the City of York area
by 15 February 2024	Final exchange of information, including to whom allocations can be made, from other coordinating Local Authorities for applicants resident in the City of York area
by 26 February 2024	Provide all City of York secondary schools with a provisional list of the pupils to be allocated a place at their schools
01 March 2024 or next working day	Allocations communicated to City of York resident applicants by email and/or by letter
12 March 2024 – 31 August 2024	Communicate adjustments to allocations to schools and other admission authorities
12 April 2024	Deadline for return of appeal papers for 'on-time' applicants
29 April 2024 – 17 June 2024	Admission appeals for 'on-time' applicants
September 2024	Start of the school year
31 December 2024	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](#)

School details correct at the time of update

Schools in the City of York Local Authority area

In Year Coordinated Admissions Scheme
2024 - 2025

Last Updated: August 2022

Last Approved: TBC



CITY OF
YORK
COUNCIL

A Introduction

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

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

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

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

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

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

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

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

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

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

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

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

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

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

C Timescales

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

D Coordinating Applications

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

E Decisions on Applications

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

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

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

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

G **Waiting Lists**

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

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

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

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

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

H Appeals

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

J Contact details for correspondence

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

01904 551554
education@york.gov.uk

K City of York Schools

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

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

[View school contact details](#)

School details correct at the time of update

Community and Voluntary Controlled Primary and Infant Schools

Admissions Policy – Reception entry

2024 - 2025

Last updated: August 2022

Last Approved: TBC

Introduction

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

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

A Admissions into Reception

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

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

Date of birth	Date of compulsory school age	Latest date child may start school full-time
1 September 2019 - 31 December 2019	31 December 2024	The start of the 'Spring' term in January 2025
1 January 2020 - 31 March 2020	31 March 2025	The start of the 'Summer' term in April 2025
1 April 2020 - 31 August 2020	31 August 2025	The start of the 'Autumn' term in September 2025

If you would like to delay your child's entry, so they do not start full-time in September 2024, 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 2024, you must still apply at the normal time. Once allocated a school place, you should then ask the school in writing what part-time provision may be offered, advise them of your child's intended full-

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

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

If you would like to defer your child's entry, so they do not start in Reception in September 2024 but instead start Reception in September 2025, you must still apply at the normal time and parallel to your application, put a formal request in writing to defer your child's admission to a lower year group.

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

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

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

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

If you would like to accelerate your child's entry, you should then put a formal request in writing, together with any supporting information, by no later than 29 November 2023. The LA will then consider your request, if necessary in conjunction with other schools, early years providers and professionals.

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

- 6 Applications should be made by the closing date for applications which is 15 January 2024. 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 2024.
- 7 When making an application, parent/carers are advised to supply any additional information that may be required to the admission authority in writing, preferably by emailing education@york.gov.uk with the child's details. For example, additional information will need to be

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

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

B Oversubscription criteria

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

C Appeals

- 1 Applicants refused a place at the school have a statutory right of appeal. If a preference for a place at the school is refused, the applicant will be informed of the reasons and of their right of appeal. This right does not apply if they are allocated a place but it is not in their preferred year group.
- 2 Appeals are heard by an independent appeals panel and their decisions are legally binding in line with the School Admission Appeals Code. We will publish our appeals timetable at www.york.gov.uk/admissions by 28 February 2024. Applicants who wish to appeal should contact the School Admissions team to request the correct appeal form. Appeal forms should be returned within 20 school days of the date the place was refused.
- 3 Applicants will only be able to appeal once in any one school year unless, in exceptional circumstances, the admission authority has accepted a second application because of a significant and material change in the circumstances of the parent/carer, 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 2024 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 2024. After 31 December 2024, if there is still a waiting list, an 'in-year' waiting list is then held until the end of that school year. Beyond the first school year, refused preferences do not 'roll over' into future school years. Should applicants wish to remain on a waiting list for a future school year, they should submit a new application by 5 July in the relevant year.
- 2 A child's position on the list will be determined by the oversubscription criteria set out in Section B of this policy and will reflect their current circumstances where these circumstances have been provided to the admission authority. The list will also contain all other on-time and late

preferences that have been refused or are requested. Should a place become available while the waiting list is in operation, a place will be made available to the applicant on the top of the waiting list on the day the place became available.

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

G Timetable

by 12 September 2023	Opening date for applications. 'School admissions application for Primary School in September 2024' form made available and online applications start to be accepted at www.york.gov.uk/admissions
15 January 2024	Closing date for 'on-time' applications (both online and by paper 'School admissions application for Primary School in September 2024' form)
from 16 January 2024	Applications received may be treated as 'late'
16 April 2024 or next working day	National Offer Day
17 May 2024	Deadline for return of appeal papers for 'on-time' applicants
10 June 2024 – 19 July 2024	Admission appeals for 'on-time' applicants
September 2024	Start of the school year
31 December 2024	Waiting list for all community and voluntary controlled primary and infant schools closes

H Contact details for correspondence

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

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

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

[View school contact details](#)

School details correct at the time of update

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Community and Voluntary Controlled Secondary Schools

Admissions Policy – Year 7 entry 2024 -
2025

Last Updated: August 2022

Last Approved: TBC

Introduction

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

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

A Admissions into Year 7

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

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

details of whether your child has previously been educated out of their chronological age group, by no later than 29 November 2023. The LA will then consider your request, if necessary in conjunction with other schools and professionals.

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

- 3 Applications should be made by the closing date for applications which is 31 October 2023. Applications can be made online at <http://www.york.gov.uk/admissions> 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 2024'.
- 4 When making an application, parent/carers are advised to supply any additional information that may be required to the admission authority in writing, preferably by emailing <mailto:education@york.gov.uk> with the pupil's details. For example, additional information will need to be provided when applying on the basis of being 'previously looked after' or having exceptional social or medical needs which relate to the preferred school. Further guidance on additional information can be found in the <http://www.york.gov.uk/guideforparents>

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

B Oversubscription criteria

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

C Appeals

- 1 Applicants refused a place at the school have a statutory right of appeal. If a preference for a place at the school is refused, the applicant will be informed of the reasons and of their right of appeal. This right does not apply if they are allocated a place but it is not in their preferred year group.
- 2 Appeals are heard by an independent appeals panel and their decisions are legally binding in line with the School Admission Appeals Code. We will publish our appeals timetable at www.york.gov.uk/admissions by 28 February 2024. Applicants who wish to appeal should contact the School Admissions team to request the correct appeal form. Appeal forms should be returned within 20 school days of the date the place was refused.
- 3 Applicants will only be able to appeal once in any one school year unless, in exceptional circumstances, the admission authority has accepted a second application because of a significant and material change in the circumstances of the parent/carer, pupil or school.

D False Information

Where an offer of a place has been made on the basis of fraudulent or intentionally misleading information, which has effectively denied a

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

E Late Applications

- 1 Applications received after the closing date of 31 October 2023 may be treated as 'late' applications – that is processed after all 'on-time' applications.
- 2 Where possible, 'late' applications and changes of preference and/or circumstances will be treated as 'on-time' applications if:
 - a) this is accompanied by a satisfactory reason provided at the time of application; and
 - b) it can be accommodated within the timescales of the coordinated scheme and/or admission authority's processes.
- 3 Late applications received after the offer day, but before the start of the school year will be processed using the same arrangements and criteria as 'on-time' applications, although the availability of places will depend on where places are still available as well as the preferences of applicants.
- 4 Late applications received after the first day of the school year will be considered as 'in-year' applications, and be subject to the [City of York](#). 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 2024. After 31 December 2024, if there is still a waiting list, an 'in-year' waiting list is then held until the end of that school year. Beyond the first school year, refused preferences do not 'roll over' into future school years. Should applicants wish to remain on a waiting list for a future school year, they should submit a new application by **5 July** in the relevant year.
- 2 A pupil's position on the list will be determined by the oversubscription criteria set out in Section B of this policy and will reflect their current circumstances where these circumstances have been provided to the admission authority. The list will also contain all other on-time and late preferences that have been refused or are requested. Should a place become available while the waiting list is in operation, a place will be made available to the applicant on the top of the waiting list on the day the place became available.
- 3 Applications may only be made once for each school year unless there has been a significant and material change in the circumstances of the parent/carer, pupil or school, which the admission authority agrees requires a new application.
- 4 Being on a waiting list does not affect a parent's/carer's right of appeal against an unsuccessful preference.

G Timetable

by 12 September 2023	Opening date for applications. 'School admission application for Secondary School in September 2024' form made available and online applications start to be accepted at www.york.gov.uk/admissions
September 2023 – October 2023	Secondary school open evenings
31 October 2023	Closing date for 'on-time' applications (both online and by paper 'School admission application for Secondary School in September 2024' form)
from 01 November 2023	Applications received may be treated as 'late'
01 March 2024 or next working day	National Offer Day
12 April 2024	Deadline for return of appeal papers for 'on-time' applicants
29 April 2024 – 17 June 2024	Admission appeals for 'on-time' applicants
September 2024	Start of the school year
31 December 2024	Waiting list for all community and voluntary controlled secondary schools closes

H Contact details for correspondence

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

I City of York Community and Voluntary Controlled Secondary Schools

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

[View school contact details](#)

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Community and Voluntary Controlled Schools

In Year Admissions Policy 2024 - 2025

Last Updated: August 2022

Last Approved: TBC

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 Admissions team. It is recommended that all applicants consider the information in the [Guide for Parents](#) before making an application.
- 8 The admission of children with an Education, Health and Care plan is covered by different admission regulations. Following negotiation, once a school has been named, a place will be allocated for these children before considering other applications.

A In Year Admissions

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

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

- 2 Separate guidance applies to requests for the deferred entry of summer born children into the reception year in a primary or infant school. Further guidance can be found in the [City of York Admissions Policy on Delayed and Deferred Admission to Primary School](#).
- 3 Parent/carers who wish to apply for a change of school for their child should apply no earlier than **20 school days** before the school place is required. Where a change of school is required due to relocation, a place may be allocated and taken up once the receiving school has been able to make suitable arrangements. However, where a change of school has been requested for other reasons and the child's current school is within a reasonable travelling distance, it is expected that the start date will be at the start of a new half term or other suitable day.
- 4 Applications can be made by York residents online at www.york.gov.uk/admissions or by completing a paper 'School admissions application for an in year change of school' form, which can be obtained from the School Admissions team. Applications made more than **20 schools days** before the school place is required will not be accepted and will be returned to the applicant and another application will have to be made. Applications must be completed in full to be accepted.
- 5 When making an application, parent/carers are advised to supply any additional information that may be required to the admission authority by emailing education@york.gov.uk with the child's details. For example, additional information will need to be provided when applying on the basis of being 'previously looked after' or having exceptional social or medical needs which relate to the preferred school. Further guidance on additional information can be found in the [Guide for Parents](#).
- 6 Applicants are advised to consider their 'catchment' school when making an application. If the place your child is allocated is at a school which you are not in the catchment area for, or if you move out of the catchment area you now reside in, then you may have less chance of being successful when applying for any younger siblings. Catchment areas are designated by the Local Authority and are made available to applicants in

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

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

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

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

B Oversubscription criteria

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

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

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

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

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

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

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

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

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

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

other medical or educational professionals for a further opinion as to whether the child should be allocated a place at the preferred school due to a particular medical condition or social need;

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

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

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

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

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

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

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

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

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

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

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

C Appeals

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

D False Information

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

E Fair Access

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

F Waiting List

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

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

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

G Contact details for correspondence

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

H City of York Community and Voluntary Controlled Schools

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

[View school contact details](#)

School details correct at the time of update



Fides Caritas Unitas

ALL SAINTS RC SCHOOL

Diocese of Middlesbrough

All Saints RC School

Admissions Policy - September 2024



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

1. Principles of the Policy

All Saints RC School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will always be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of government and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school’s activity. It is essential that the Catholic character of the school’s education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The governing body is the admission authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round excluding admission to year 12. The governing body has set its admission number at 178 pupils to year 7 and 240 for applicants to year 12 in the school year which begins in September 2024.

This policy satisfies the statutory requirements of the local authority and the Diocese of Middlesbrough.

2. Aims

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

3. How and when to apply

Applications must be made to the Local Authority in which you live or on a ‘School admissions application for Secondary School in September 2024’ form. For City of York Council residents the following link may be used <http://www.york.gov.uk/parentportal>.

All Saints RC School is a Voluntary Aided Catholic school, consequently parents should also complete the Supplementary Information Form (SIF) as this is used to determine whether you are applying under a specific category. Please note that it is the responsibility of the parent/carer to complete all elements

of the application and supply the relevant evidence. Reminders will not be sent in respect of part completed applications.

All applications must be received by **31 October** in the year preceding admission. Failure to provide a Supplementary Information Form (SIF) could affect the category your application is placed in.

4. Implementation

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

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

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

Parents may seek a place for their child outside of their normal age group, for example if the child is gifted and talented or has experienced problems such as ill health. If you wish to request admission of a child outside of their normal year group, you must contact the school to discuss your request six weeks before the closing date of the admission period for your child's normal year group. If the school agrees to your request, you should submit your application in the application window for the deferred year in which you wish your child to be admitted to the school.

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

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

Notification of Outcome

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

Waiting Lists

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

Application Procedure for Year 10 (additional places)

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

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

1. Parent/Carers of children not already at All Saints RC School must complete an Application Form available from the school. This form must be returned to the school by 9 January 2024.
2. Forms will be accepted by All Saints RC School on 9 January 2024 and Parents/Carers advised that their application is being considered as part of the allocation process.
3. Parent/Carers will be advised of the outcome of their application by 30 January 2024.
4. All Saints RC School will then notify the Local Authority Admissions Teams of the allocation.

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

Applications for In Year School Places

In-year admissions are those that are made either during the school year, or for admissions into year groups other than the normal year of entry. It does not apply to applications for a place to start school in September in Year 7. City of York Council coordinate applications for All Saints RC School, although the decision to admit a child is the decision of the school Governors, who will advise the City of York Admissions Team accordingly.

Parents/Carers who wish to apply for a school place for their child should apply to their Local Authority and complete a school application form which should be returned to the school no earlier than 20 school days before the school place is required. Once an application is accepted, applicants will be advised of a decision within 15 school days.

Applications for Years 12 and 13 – The Sixth Form

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

Applications for entry Mid-Year

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

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

Fair Access Protocol

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

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

Appeals

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

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

Late Applications

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

Oversubscription Criteria

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

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

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

- (i) The attendance of a sibling at the school at the time of enrolment will increase the propriety of an application within each category so that the application will be placed at the top of the category in which the application is made (see definition note 7)

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

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

Tie-break Criteria

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

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

Waiting List

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

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

5. Monitoring, Evaluation and Review

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

6. Availability

This policy is available on the school website. Copies will also be available, if required, from the Head Teacher's Secretary.

7. Definitions

Looked after child

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

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

Catholic

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

Catechumen

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

Sibling (brother or sister)

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

Eligible Parents

Eligible parents are defined as staff employed at All Saints RC School for two or more years or potential staff who will meet a skills shortage as defined on the school website at the date of application.

Churches Together in England

Other Christian children who are baptised or dedicated members of other Christian Churches as recognised by Churches Together in England. See the list at this link:

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

Applicants seeking admission under criterion 9 will be required to produce a baptismal certificate or a letter confirming their baptism and a letter confirming their commitment as regular worshippers from their minister of religion. This should be returned with the 'Supplementary Information Form'.

Distances

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

The policy will next be reviewed in January 2023.

Person Responsible:	<i>Deputy Head Teacher</i>
Reviewed by:	<i>Governors' Admissions Committee</i>
Last Review Academic Year:	<i>May 2022</i>
Adopted by Governing Body	<i>May 2022</i>



Diocese of Middlesbrough

ALL SAINTS RC SCHOOL

Diocese of Middlesbrough
YEAR 7 ENTRY FOR SEPTEMBER 2024
Application Form

Please return this form by 31 October 2023 for the attention of Mrs J Sandwell (Deputy Head) at All Saints RC School.

Child's details:

Surname: _____ Forename: _____

Middle Name: _____ Chosen Name: _____

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

Home Information:

Address: _____

Town: _____ County: _____

Post Code: _____ Home Telephone Number: _____

Mobile Number: _____ Email Address: _____

Is either parent currently serving in the Armed Forces? **YES** or **NO** (Please circle)

Names of brothers/sisters already at All Saints: _____

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

Name of Present School _____ Telephone Number: _____

Details of child's religion: *If Catholic, please state*

Date of Baptism: _____ Priest: _____ Parish: _____

Parish in which the child lives: _____

Church normally attended, if different from above: _____

Name of Parish Priest: _____ Telephone Number: _____

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

Is your child a Catechumen? **YES** or **NO**

If yes, please complete the details of the Church and Parish Priest in the section above

If non-Catholic but a member of another Christian Church, please state:

Name of Church & Address: _____

Name of Minister: _____ Telephone Number: _____

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

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

Signed: _____ (Parent/Guardian) Date: _____



Compassion



Truth



Respect



Forgiveness



Justice



Service



Gentleness



Humility



Stewardship

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Archbishop Holgate's School

A Church of England Academy



2024-2025 Admissions Policy

Applications under this policy will generally be for children to start at the school in Year 7 in September 2024 as part of the normal admissions round.

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

Date of consultation	October to November 2022
Approved by Trust	2023
Next review due	2024

1. Introduction

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

The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice for pupils aged 11 to 16 (and beyond through its post 16 offering). It encourages an understanding of the meaning and significance of the Christian faith, and promotes Christian values through the experience it offers to all its pupils.

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

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

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

In relation to admissions in the normal admissions round, where applications are for children to be admitted into Year 7 on the first day of term in September 2024, admissions will be operated in accordance with City of York Council's co-ordinated admissions schemes (on which please see further below). Details relating to the co-ordination of in-year admissions will be provided in due course in accordance with the Admissions Code.

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

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

2. Application Procedures and Timetable

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

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

The admission process for the normal admissions round (i.e. for admission to Year 7 in September 2024) is always co-ordinated by local authorities.

You should apply for a place at school in the normal admissions round by completing the online application form¹ of the local authority (Unitary or County Council) in the area in which you live (your "home" local authority) by 31 October 2024. You should do this even if your "home" local authority is not City of York Council, which is the relevant local authority area for the school.

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

You will be sent your offer by your home local authority outlining your allocated school place on national offer day (1 March 2024) and should ensure that you carefully follow the instructions contained with that communication relating to taking up the place and any other relevant matters.

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

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

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The method of notification will depend on your home local authority processes. You will also be informed of any rights you have to appeal and the right to be placed on school waiting lists.

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

(b) Supplementary Information Form

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

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

Where you are applying as part of the normal admissions round, the completed Supplementary Information Form must reach the Trust by 31 October 2023. **If the Supplementary Information Form has not been returned and fully completed by this date, you may lose the priority that you might otherwise have received** (please see further below in relation to late applications). You should make sure you allow the time to get any necessary supplementary information/signatures required for the Form prior to the deadline for its return.

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

(c) Late applications and changes

Applications received by your home local authority (or changed) after the national closing date (31 October 2023) are "late applications".

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

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

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3. Admission number

The school's Published Admission Number – that is number of places available for admission to Year 7 at the school in September 2024 – is 300.

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

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

4. Allocation of places

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

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

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

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

A "previously looked after child" is a child who:

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

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

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

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

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

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

To be eligible for a Foundation Place under 2A (Christian Foundation Places) or 2B (Other Foundation Places), the applicant must be able to demonstrate the required frequency of worship by the child or at least one parent/carer. The minimum level of worship will be attendance at least six times in the twelve months immediately prior to the date of application. In the event that during the period specified for attendance at worship the church or, in relation to those of other faiths, relevant place of worship, has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church, or in relation to those of other faiths, relevant place of worship, or alternative premises have been available for public worship.

A. Christian Foundation Places

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

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

B. Other Foundation Places

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

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

C. Further categorisation – all Foundation Places

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

5. Children of staff employed at the school

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

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

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

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

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6. Children living in the school's Catchment Area

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

7. Any other Children

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

Address - You should consult your "home" local authority's guidance on what is the child's address for the purposes of your application, including which address should be used in situations of shared care. The correct address to be used for the purpose of the local authority's co-ordinated application process will be used for the purpose of applying this oversubscription criteria and the tie breaker in this policy. You may be asked to show evidence of any current or previous address and enquiries may be made to obtain verification, including of any third parties, should this be deemed necessary.

5. Time for admission

(a) Usual entry point

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

Save as outlined below, for those applying in the normal admissions round, offers will be made for a full time place in Year 7 commencing in September 2024.

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

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

The Trust will make decisions on requests for admissions outside the normal age group on the basis of the circumstances of each case and in the best interests of the child concerned and in accordance with any

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agreed co-ordinated Local Authority procedure in place from time to time. This will include taking account of:

- the parent's/carer's views;
- any information provided about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group; and
- where applicable, whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

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

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

- parents/carers wishing to defer admission should still apply for a school place at the normal time – i.e. by 31 October 2023; and
- by the same deadline, the parent/carer should also submit a written request to defer admission to the Headteacher of the school, together with any supporting evidence that the parent/carer wishes to be taken into account. You should also inform your home admission authority of your request in writing.

This will allow requests to be considered prior to National Offer Day. If the request is approved, then the application and preferences originally submitted as part of your home local authority's application process will be withdrawn and no decision will be made on the basis of the original application. **Please note, a place will not be reserved for your child: where a deferred admission is granted, parents/carers must then reapply for a place in Year 7 in the next admissions round (i.e. for a place in September 2025) alongside children who are one school year younger.** Parents/carers should make it clear in their fresh application that deferred admission has previously been agreed.⁸ The fresh application will be considered in accordance with school's 2025/6 admissions policy as part of the normal admissions round⁹ and on the basis of the admission arrangements outlined in the school's 2025/26 policy, including the application of oversubscription criteria. The Trust will not give the application lower priority on the basis that the child is being admitted out of their normal age group.

If a request is not approved, parents/carers will be notified by their home local authority of the result of their original application in the usual way. We will endeavour to process requests to defer admission received after 31 October 2023 within 6 weeks from receipt. If the request is approved, any offer received as part of the normal admissions round will be withdrawn.

Should parents/carers disagree with a decision to refuse their request, they should put their complaint in writing and follow the Trust's complaints policy: whilst parents/carers have a statutory right to appeal against

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

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

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the refusal of a place at a school for which they have applied, this right does not apply if they are offered a place at the school but it is not in their preferred age group.

(c) Accelerated admission

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

In order for the request to be considered prior to the normal admissions round, the request must be received by 30 November 2023. If the request is approved, wherever possible you should submit an application as part of the normal admissions round, for the year group it has been agreed is the most appropriate for the child. Parents/carers should make it clear in their application that an application out of usual year group has been agreed.¹⁰ The application will then be considered in accordance with this admissions policy. The Trust will not give the application lower priority on the basis that the child is being admitted out of their normal age group. If the request is rejected, you should apply in the usual way for your child to join their correct age group. Should parents/carers disagree with a decision to refuse their request, they should put their complaint in writing and follow the Trust's complaints policy.

6. In-year admissions

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

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

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

(a) Application process

Details of how in-year applications will be dealt with for the 2024-2025 academic year will be set out on the school's website by 31 August 2024. This will detail whether in-year applications are being co-ordinated by the school or by the local authority.

Whether in-year applications are being co-ordinated by the school or the local authority, if you are applying under one of the oversubscription criteria that requires the school's Supplementary Information Form to be completed, please complete and return this to the Trust at Archbishop Holgate's School, Hull Road, York,

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

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YO10 5ZA marked for the attention of the Admissions Clerk at the same time as submitting your in-year application form.

(b) Determination of application

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

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

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

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

(a) Fair access

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

7. Waiting List

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

Normal admissions round – A waiting list shall be maintained until 31 December 2024, at which point it will be deleted. Applicants still seeking a place after this date should advise the school's Admissions Clerk in writing.

In year applications – Parents/carers who are not successful in obtaining a place following an in-year application received during the 2024/25 academic year will automatically be placed on the waiting list, which will be maintained until the end of the relevant academic year, at which point it will be deleted. In the event

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that you would like your child to be re-added to the waiting list for the following academic year, you must advise the school's Admission Clerk of this in writing.

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

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

8. Appeals

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

Appeals are heard by an independent appeals panel and in line with the School Admission Appeals Code. Further details will be provided in the event that your application is refused. We will also publish our appeals timetable on our website by 28 February 2024.

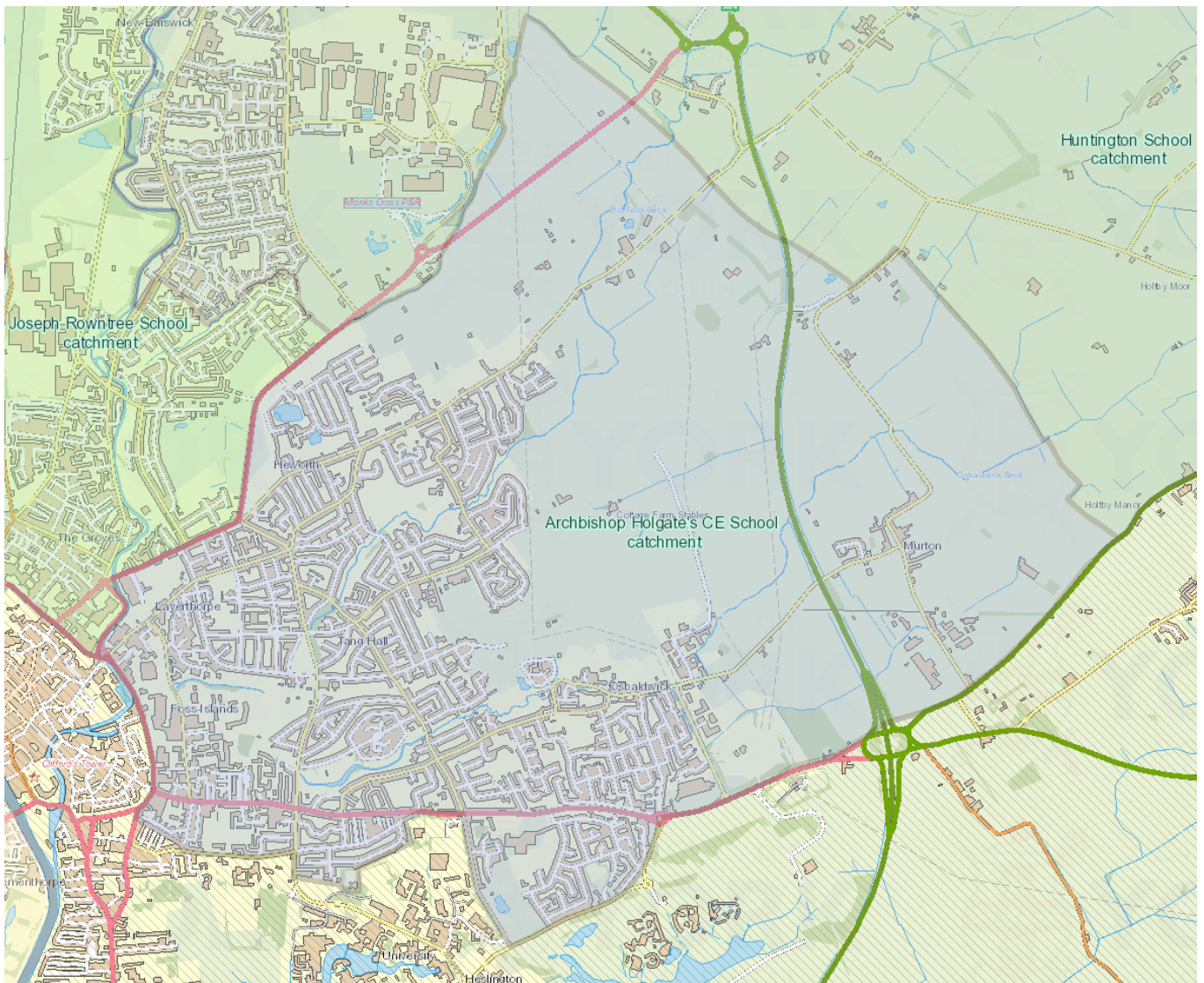
Applicants will only be able to appeal once in any one school year unless, in exceptional circumstances, the Trust has accepted a second application because of a significant and material change in the circumstances of the parent/carer, child or school, which has also been refused.

9. False Information

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

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APPENDIX 1: Map of Catchment Area



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APPENDIX 2: Supplementary Information Form**Archbishop Holgate's School, a Church of England Academy****Supplementary Information Form - 2024 Admissions**

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

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

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

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

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

Please return this Supplementary Information Form to Archbishop Holgate's School, Hull Road, York, YO10 5ZA by 31 October 2023.

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*(Supplementary Information Form continued)***Confirmation of regular attendance at worship***For completion by your minister of religion*

I hereby confirm that:

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

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

And

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

- A Christian place of worship being a church which is Designated under the Ecumenical Relations Measure 2018, nationally by the Archbishops of Canterbury and York, or locally by the diocesan bishop, or which is a member of Churches Together in England,¹¹ or affiliated to the Evangelical Alliance¹² or a Partner Church of Affinity.¹³ The list of nationally designated churches can be found at https://www.churchofengland.org/sites/default/files/2019-04/list_of_designated_churches_3_oct_18.pdf. or
- A recognised place of worship for the following faith:
 - Buddhism
 - Hinduism
 - Islam
 - Judaism
 - Sikhism

Note:

In the event that during the period specified for attendance at worship the church or, in relation to those of other faiths, relevant place of worship, has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church, or in relation to those of other faiths, relevant place of worship, or alternative premises have been available for public worship.

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

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

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

¹¹ For up to date information on membership of Churches Together In England, please visit their website at https://www.cte.org.uk/Groups/234772/Home/Contacts/Member_Churches_list/Member_Churches_list.aspx

¹² The Evangelical Alliance is the largest body serving evangelical Christians in the UK. Many members of the Evangelical Alliance are individual congregations or churches and therefore too numerous to list here. However they can be "searched for" on the Evangelical Alliance's website – www.eauk.org.

¹³ Affinity is an umbrella organisation to which independent churches belong, similar to an including the Fellowship of Independent Evangelical (FIEC) Churches.



Admissions Policy, City of York

2024 – 2025

Board Approved for consultation 14th September 2022

Lakeside Primary reducing Published Admissions Number to 30

Introduction

- 1 This policy applies to applications for the following schools for whom the Ebor Academy Trust is the Admission Authority, which are located within the City of York Local Authority area, and which do not have separate admission arrangements. These schools are:
 - Haxby Road Primary Academy
 - Hob Moor Primary Academy
 - Lakeside Primary Academy
 - Osbaldwick Primary Academy
 - Park Grove Primary Academy
 - Robert Wilkinson Primary Academy
- 2 This policy applies in the primary admissions round, that is when applying for a place in Reception as the normal year of entry to start primary school for the first time. *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 Ebor Academy Trust in-Year Admissions Policy*
- 3 The Published Admission Number (PAN) is the number of pupils it is intended to admit into the first year group of school. This number differs for each school and for 2024– 2025 these PANs are:
 - for Haxby Road Primary Academy, 45 places
 - for Hob Moor Primary Academy, 45 places
 - for Lakeside Primary Academy, 30 places
 - for Osbaldwick Primary Academy, 45 places
 - for Park Grove Primary Academy, 40 places
 - for Robert Wilkinson Primary Academy, 75 places
- 4 This policy complies with and operates within the City of York Coordinated Admissions Scheme for Primary and Infant Schools in the City of York Local Authority area. The Admission Authority for these schools is the trust board of the Ebor Academy Trust.
- 5 The policy for allocating primary and infant school places is designed to be as fair as possible while ensuring that resources are used

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

A Admissions into Reception

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

Date of birth	Date of compulsory school age	Latest date child may start school full-time
1 January 2019 - 31 March 2019	31 March 2024	The start of the 'Summer' term in April 2024
1 April 2019- 31 August 2019	31 August 2024	The start of the 'Autumn' term in September 2024
1 April 2020 - 31 August 2020	31 August 2025	The start of the 'Autumn'

If you would like to delay your child's entry, so they do not start full-time in September 2024, 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 2024, you must still apply at the normal time. Once allocated a school place, you should then ask the school in writing what part-time provision may be offered, advise them of your child's intended full-time start date and keep in regular contact with the school regarding any changes to this intended date.
- 4 Some parent/carers of 'summer born' children (those children born between 01 April and 31 August) may wish to investigate the possibility of 'deferred entry' into a lower year group. If you are considering this for your child, please contact the LA School Admissions team who can provide you with information and advice.

If you would like to defer your child's entry, so they do not start in Reception in September 2024, but instead start Reception in September 2025, you must still apply at the normal time and parallel to your application, put a formal request in writing to defer your child's admission to a lower year group.

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

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

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

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

If you would like to accelerate your child's entry, you should then put a formal request in writing, together with any supporting information, by no later than 29 November 2023. The Trust will then consider your request, if necessary in conjunction with other schools, the LA, early years providers and professionals.

If the request is approved, wherever possible you should submit an application as part of the normal admissions round, for the year group

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

- 6 Applications should be made by the closing date for applications which is 15 January 2024. Applications can be made online at www.york.gov.uk/schooladmissions. It is expected that most applications will be made online, but where applicants cannot apply online, they may request support from the Trust, LA, schools, or a paper application form known as the 'School admissions application for Primary School in September 2024'. There is no additional 'Supplementary Information Form' required to apply for a school place at any Ebor Academy Trust school covered by this policy.
- 7 When making an application, parent/carers are advised to supply any additional information that may be required to the admission authority by providing this information in writing direct to the school or by emailing education@york.gov.uk with the child's details. For example, additional information will need to be provided when applying on the basis of being 'previously looked after' or having exceptional social or medical needs which relate to the preferred school. Further guidance on additional information can be found in the [Guide for Parents](#).
- 8 Any school's resources, such as teachers and classrooms, have to be used carefully to ensure the best possible standards for education and a safe environment. If no limit were set on the number of children that can go to a school each year these standards could not be maintained. Infant Class Size legislation may also limit the number of pupils that can be admitted in Reception, Year 1 and Year 2. For these reasons each school has a Published Admission Number – that is the number of places available that will be offered in the year of entry.
- 9 Applicants 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 Haxby Road Primary Academy, Hob Moor Primary Academy, Lakeside Primary Academy, Osbaldwick Primary Academy, Park Grove Primary Academy and Robert Wilkinson Primary Academy each have their own catchment area. The City of York Local Authority advises applicants to consider their 'catchment' school when making an application. If the place your child is allocated is at a school which you are not in the catchment area for, or if you move out of the catchment area you now reside in, then you may have less chance of being successful when applying for any younger siblings. Catchment areas are made available to applicants in the [Guide for Parents](#), online at www.york.gov.uk and upon request from the City of York School Admissions team.

B Oversubscription criteria

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

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

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

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

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

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

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

Parents, online at www.york.gov.uk, and upon request from the City of York School Admissions team;

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

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

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

The Trust may defer these considerations and decisions to others to consider any documentation provided by parent/carers and assess whether these needs are 'exceptional' in nature. Those applications with supporting information that the Trust determines are 'exceptional' would have to be where only the preferred school could meet the child's need.

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

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

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

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

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

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

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

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

C Appeals

- 1 Applicants refused a place at the school have a statutory right of appeal. If a preference for a place at the school is refused, the applicant will be informed of the reasons and of their right of appeal. This right does not apply if they are allocated a place but it is not in their preferred year group.
- 2 Ebor Academy Trust subscribes to the City of York's independent appeals procedure and any decision made under this admissions policy can be appealed using that process. Appeals are heard by an independent appeals panel and their decisions are legally binding in

line with the School Admission Appeals Code. We will publish our appeals timetable on our website by 28 February 2024. Applicants who wish to appeal should contact the LA School Services team to request the correct appeal form. Appeal forms should be returned within 20 school days of the date the place was refused.

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

D False Information

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

E Late Applications

- 1 Applications received after the closing date for applications of 15 January 2024 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 subject to Ebor Academy Trust's 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 2024. After 31 December 2024, if there is still a waiting list, an 'in-year' waiting list is then held until the end of that school year. Beyond the first school year, refused preferences do not 'roll over' into future school years. Should applicants wish to remain on a waiting list for a future school year, they should submit a new application **20 school days** before the end of the current school year, and preferably by no later than 05 July 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

by 12 September 2023	Opening date for applications. 'School admissions application for Primary School in September 2024' form made available and online applications start to be accepted at www.york.gov.uk/admissions
15 January 2024	Closing date for 'on-time' applications (both online and by paper 'School admissions application for Primary School in September 2024' form)
from 16 January 2024	Applications received may be treated as 'late'
16 April 2024 or next working day	National Offer Day
17 May 2024	Deadline for return of appeal papers for 'on-time' applicants
10 June 2024 – 19 July 2024	Admission appeals for 'on-time' applicants
September 2024	Start of the school year
31 December 2024	Waiting list for all community and voluntary controlled primary and infant schools closes

H Contact details for correspondence

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

I Schools in the Ebor Academy Trust covered by this policy

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

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

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Heworth Church of England Primary School



2024 Admissions Policy

Applications under this policy will generally be for a child born between 1 September 2019 and 31 August 2020 to start at the school in Reception in September 2024 as part of the normal admissions round.

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

Date of last consultation	October 2022
Approved by Trust	
Next review due	Summer term 2023

1. Introduction

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

The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice for children aged 4 to 11. It encourages an understanding of the meaning and significance of the Christian faith, and promotes Christian values through the experience it offers to all its children.

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

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

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

In relation to admissions in the normal admissions round, where applications are for children to be admitted into Reception on the first day of term in September 2024, admissions will be operated in accordance with City of York Council's co-ordinated admissions schemes (on which please see further below). Details relating to the co-ordination of in-year admissions will be provided in due course in accordance with the Admissions Code.

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

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

2. Application Procedures and Timetable

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

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

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

The admission process for the normal admissions round (i.e. for admission to Reception in September 2024) is always co-ordinated by local authorities.

You should apply for a place at school in the normal admissions round by completing the online application form of the local authority (Unitary or County Council) in the area in which you live (your “home” local authority) by 15 January 2024. You should do this even if your “home” local authority is not City of York Council, which is the relevant local authority area for the school.

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

You will be sent your offer by your home local authority outlining your allocated school place on national offer day (17 April 2024) and should ensure that you carefully follow the instructions contained with that communication relating to taking up the place and any other relevant matters. The method of notification will depend on your home local authority processes. You will also be informed of any rights you have to appeal and the right to be placed on school waiting lists.

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

(b) Supplementary Information Form

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

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

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

Where you are applying as part of the normal admissions round, the completed Supplementary Information Form must reach the Trust by 15 January 2024. **If the Supplementary Information Form has not been returned and fully completed by this date, you may lose the priority that you might otherwise have received** (please see further below in relation to late applications.) You should make sure you allow the time to get any necessary supplementary information/signatures required for the Form prior to the deadline for its return.

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

(c) Late applications and changes

Applications received by your home local authority (or changed) after the national closing date (15 January 2024) are “late applications.” Late applications and changes to applications made in the normal admissions round will be considered in accordance with the provisions of the relevant local authority’s Co-ordinated admissions scheme.

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

3. Admission number

The school’s Published Admission Number – that is number of places available for admission to Reception at the school in September 2024 - is 20

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

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

4. Allocation of places

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

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

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

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

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

- (a) Was previously a looked after child in accordance with the above definition, but who immediately after being looked after was subject to an adoption, child arrangement or special guardianship order²; or
- (b) Appears to the Trust (having sought advice from the Local Authority) to have been in state care outside of England and who have ceased to be in state care as a result of being adopted. A child is regarded as having been in state care in a place outside England if they were in the care of or were accommodated by a public authority, a religious organisation or any other provider of care whose sole or main purpose is to benefit society.

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

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

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

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

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

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

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

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

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

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

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

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

To be eligible under this criterion, the applicant must be able to demonstrate the required frequency of worship by the child or at least one parent/carer. The minimum level of worship will be attendance an average of **at least twice a month** for the two years immediately prior to the date of application.³ The worship must be at a regular public service at a Christian place of worship.

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

³ In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

A Christian place of worship is defined as a church which is Designated under the Ecumenical Relations Measure 2018, nationally by the Archbishops of Canterbury and York, or locally by the diocesan bishop, or which is a member of Churches Together in England,⁴ or affiliated to the Evangelical Alliance⁵ or a Partner Church of Affinity.⁶ The list of nationally designated churches can be found at https://www.churchofengland.org/sites/default/files/2019-04/list_of_designated_churches_3_oct_18.pdf.

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

5. Other Children living within the Parish

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

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

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

To be eligible under this criterion, the applicant must be able to demonstrate the required frequency of worship by the child or at least one parent/carers. The minimum level of worship will be attendance an average of **at least twice a month** for the two years immediately prior to the date of application.⁷ The worship must be at a regular public service at a Christian place of worship.

A Christian place of worship is defined as a church which is Designated under the Ecumenical Relations Measure 2018, nationally by the Archbishops of Canterbury and York, or locally by the diocesan bishop, or which is a member of Churches Together in England,⁸ or affiliated to the Evangelical Alliance⁹ or a Partner Church of Affinity.¹⁰ The list of nationally designated churches can be found at https://www.churchofengland.org/sites/default/files/2019-04/list_of_designated_churches_3_oct_18.pdf.

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

7. Any other Children

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

⁴ For up to date information on membership of Churches Together In England, please visit their website at https://www.cte.org.uk/Groups/234772/Home/Contacts/Member_Churches_list/Member_Churches_list.aspx

⁵ The Evangelical Alliance is the largest body serving evangelical Christians in the UK. Many members of the Evangelical Alliance are individual congregations or churches and therefore too numerous to list here. However they can be "searched for" on the Evangelical Alliance's website – www.eauk.org.

⁶ Affinity is an umbrella organisation to which independent churches belong, similar to an including the Fellowship of Independent Evangelical (FIEC) Churches.

⁷ In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

⁸ For up to date information on membership of Churches Together In England, please visit their website at https://www.cte.org.uk/Groups/234772/Home/Contacts/Member_Churches_list/Member_Churches_list.aspx

⁹ The Evangelical Alliance is the largest body serving evangelical Christians in the UK. Many members of the Evangelical Alliance are individual congregations or churches and therefore too numerous to list here. However they can be "searched for" on the Evangelical Alliance's website – www.eauk.org.

¹⁰ Affinity is an umbrella organisation to which independent churches belong, similar to an including the Fellowship of Independent Evangelical (FIEC) Churches.

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

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

Address – You should consult your “home” local authority’s guidance on what is the child’s address for the purposes of your application, including which address should be used in situations of shared care. The correct address to be used for the purpose of the local authority’s co-ordinated application process will be used for the purpose of applying this oversubscription criteria and the tie breaker in this policy. You may be asked to show evidence of any current or previous address and enquiries may be made to obtain verification, including of any third parties, should this be deemed necessary.

5. Time for admission

(a) Usual entry point

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

Save as outlined below, for those applying in the normal admissions round, offers will be made for a full time place in Reception commencing in September 2024, being the September following the child’s fourth birthday.

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

Parents/carers receiving an offer for their child to start in Reception in September 2024 have the option to delay the date their child starts in Reception until later in the 2024/25 school year, as long as their admission is not delayed beyond the point at which they reach compulsory school age nor beyond the beginning of the final term in the year of admission (April 2025). A child reaches compulsory school age at the start of the term following their fifth birthday. There is an additional option for summer born children – on which please see (c) below.

The table below sets out the position:

Date of birth	Date reach compulsory school age	Latest date for admission to year group relevant to child's age
1 September 2019 - 31 December 2019	31 December 2024	Start of Spring Term - January 2025 - to join in Reception
1 January 2020 - 31 March 2020	31 March 2025	Start of Summer Term - April 2025 - to join in Reception
1 April 2020- 31 August 2020 ("summer born")	31 August 2025	Start of Summer Term - April 2025 - to join in Reception OR Start of Autumn Term - September 2025 - to join in year 1 – see section (c) below

If you would like to delay your child’s entry so they do not start in September 2024, you must still apply in the normal admissions round. If you are allocated a place, you will then need to advise the school in writing of the intended start date and keep in regular contact with the school regarding any changes to this intended date. The school will hold a place for that child and not offer it to another child during the remainder of the Reception year. You should contact the school to make arrangements for admission of your child in the 20 school days before the intended start date. If you do not contact the school in the 20 school days before an intended and/or previously communicated start date,

the school will make all reasonable efforts to contact you by telephone and in writing at any known physical address or email address. In the event that our attempts to contact you are unsuccessful, the school place may be withdrawn.

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

Parents/carers may seek to defer their child's admission to school so that they are admitted outside of their normal age group, for example if they have experienced problems such as ill health. In addition, the parents/carers of a summer born child (i.e. a child born between 1 April and 31 August) may choose not to send that child to school until 1 September 2025 (being the 1 September after they turn five and the date they reach compulsory school age) and may request that they are admitted out of their normal age group – to Reception rather than Year 1 (which would be their usual year group). Parents/carers considering requesting admission out of the normal age group are encouraged to contact City of York Council's admissions team, (if different) their home local authority and the school at an early stage to discuss their intentions.

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

- the parent's/carer's views;
- any information provided about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group; and
- where applicable, whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

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

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

- parents/carers wishing to defer admission should still apply for a school place at the normal time – i.e. by 15 January 2024; and
- by the same deadline, the parent/carer should also submit a written request to defer admission to the Headteacher of the school, together with any supporting evidence that the parent/carer wishes to be taken into account. You should also inform your home admission authority of your request in writing.

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

If the request is approved, then the application and preferences originally submitted as part of your home local authority's application process will be withdrawn and no decision will be made on the basis of the original application. **Please note, a place will not be reserved for your child: where a deferred admission is granted, parents/carers must then reapply for a Reception place in the next admissions round (i.e. for a place in September 2025) alongside children who are one school year younger.** Parents/carers should make it clear in their fresh application that deferred admission has previously been agreed.¹¹ The fresh application will be considered in accordance with school's 2025/26 admissions policy as part of the normal admissions round¹² and on the basis of the admission arrangements outlined in the school's 2025/26 policy, including the application of oversubscription criteria. The Trust will not give the application lower priority on the basis that the child is being admitted out of their normal age group.

If a request is not approved, parents/carers will be notified by their home local authority of the result of their original application in the usual way.

¹¹ as the date of birth will fall outside the normal date of birth range for the required admissions round

¹² unless the parental/carer request is made too late for this to be possible

We will endeavour to process requests to defer admission received after 15 January 2024 within 6 weeks from receipt. If the request is approved, any offer received as part of the normal admissions round will be withdrawn.

Should parents/carers disagree with a decision to refuse their request, they should put their complaint in writing and follow the Trust's complaints policy: whilst parents/carers have a statutory right to appeal against the refusal of a place at a school for which they have applied, this right does not apply if they are offered a place at the school but it is not in their preferred age group.

(d) Accelerated admission

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

In order for the request to be considered prior to the normal admissions round, the request must be received by 1 November 2024. If the request is approved, wherever possible you should submit an application as part of the normal admissions round, for the year group it has been agreed is the most appropriate for the child. Parents/carers should make it clear in their application that an application out of usual year group has been agreed.¹³ The application will then be considered in accordance with this admissions policy. The Trust will not give the application lower priority on the basis that the child is being admitted out of their normal age group. If the request is rejected, you should apply in the usual way for your child to join their correct age group. Should parents/carers disagree with a decision to refuse their request, they should put their complaint in writing and follow the Trust's complaints policy.

(e) Part time attendance

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

6. In-year admissions

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

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

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

(a) Application process

Details of how in-year applications will be dealt with for the 2024/5 academic year will be set out on the school's website by 31 August 2024. This will detail whether in-year applications are being co-ordinated by the school or by the local authority.

¹³ as the date of birth will fall outside the normal date of birth range for the required admissions round

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

(b) Determination of application

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

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

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

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

(c) Fair access

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

7. Waiting List

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

Normal admissions round – A waiting list shall be maintained until 31 December 2024, at which point it will be deleted. Applicants still seeking a place after this date should advise the school's Headteacher in writing.

In year applications - Parents/carers who are not successful in obtaining a place following an in-year application received during the 2024/25 academic year will automatically be placed on the waiting list, which will be maintained until the end of the academic year], at which point it will be deleted. In the event that you would like your child to be re-added to the waiting list for the following academic year, you must advise the school's Headteacher of this in writing.

In each case, a child's position on the list will be determined by the oversubscription criteria above only and will reflect their current circumstances (where these circumstances have been provided to the Trust). Each additional applicant, or change in circumstances of an applicant which is notified to the school, will require the waiting list to be reordered

in accordance with the oversubscription criteria. Should a place become available while the waiting list is in operation, a place will be made available to the applicant entitled to be on the top of the waiting list on the day the place became available. Where a tie breaker of random allocation is required to determine who is offered a place in accordance with section 4 above, a fresh round of random allocation will be used each time a child is to be offered a place.

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

8. Appeals

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

Appeals are heard by an independent appeals panel and in line with the School Admission Appeals Code. Further details will be provided in the event that your application is refused. We will also publish our appeals timetable on our website by 28 February 2024.

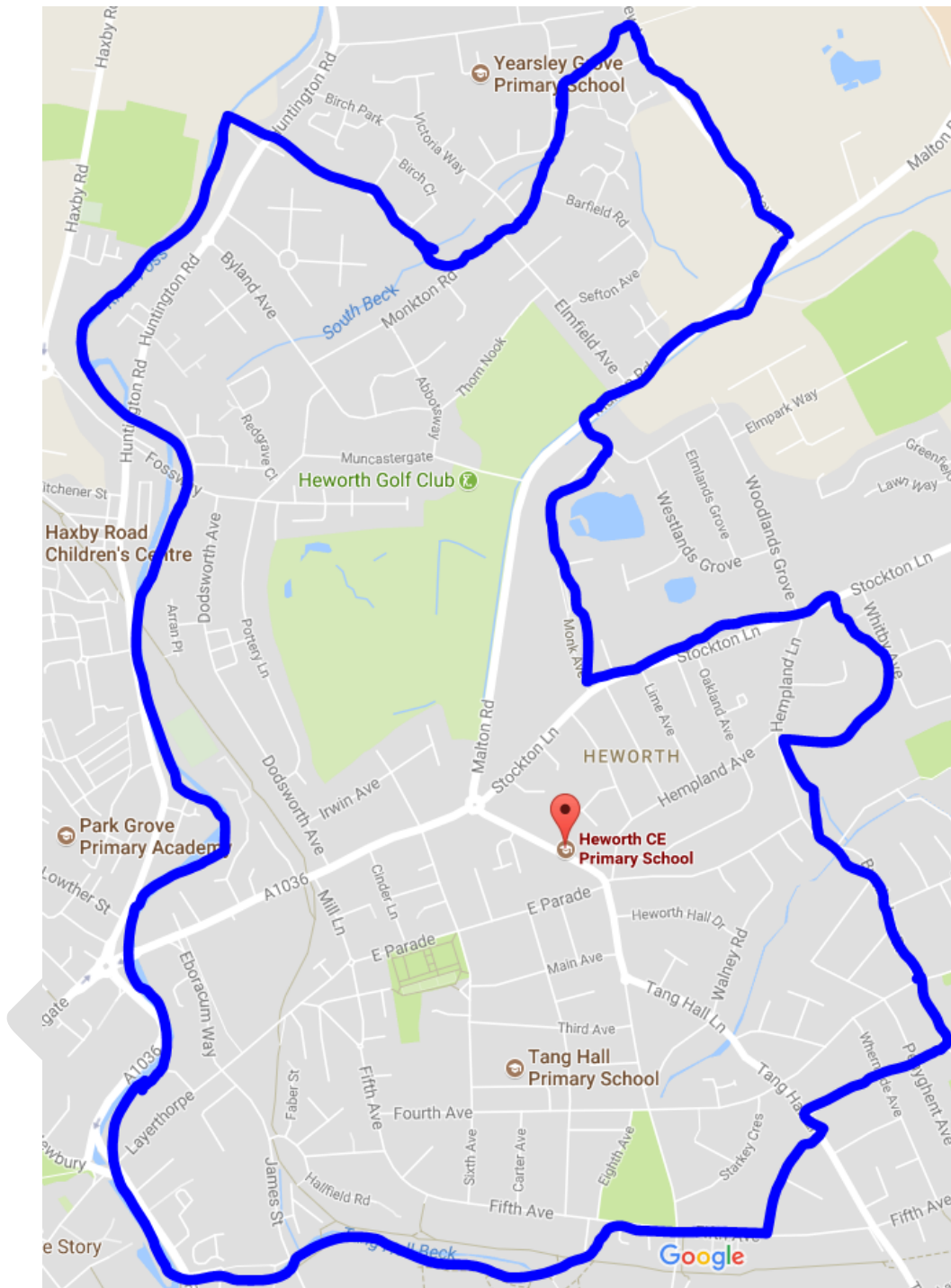
Applicants will only be able to appeal once in any one school year unless, in exceptional circumstances, the Trust has accepted a second application because of a significant and material change in the circumstances of the parent/carer, child or school, which has also been refused.

9. False Information

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

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

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Hope SENTAMU LEARNING TRUST

ADMISSIONS POLICY, CITY OF YORK 2024-2025

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

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

Introduction

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

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

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

- Manor CE Academy

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

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

2 This policy applies in the following admissions rounds:

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

3 The Published Admission Number (PAN) is the number of pupils it is intended to admit into the first year group of school. This number differs for each school and for 2024 – 2025 these PANs are:

- for Burton Green Primary School, 30 places
- for Poppleton Ousebank Primary School, 60 places
- for Skelton Primary School, 26 places
- for Vale of York Academy, 150 places

4 This policy complies with and operates within the relevant City of York Coordinated Admissions Schemes in the City of York Local Authority area. The admission authority for these schools is the trust board of the Hope Sentamu Learning Trust.

5 In-year admissions are those that are made either during the school year, or for admission into year groups other than the normal year of entry. Where applications for an in-year place are received, whether a place can be offered will depend upon the availability of places in the relevant class/year group. If there are more applications for a place than places available, then the oversubscription criteria as in Section C of this policy will be applied to ascertain which child is most entitled to a place.

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

A Admissions into Reception

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

Date of Birth	Date of Compulsory School Age	Latest Date Child may Start School Full-time
1 September 2019 - 31 December 2019	31 December 2024	The start of the 'Spring' term in January 2025
1 January 2020 – 31 March 2020	31 March 2025	The start of the 'Summer' term in April 2025
1 April 2020 – 31 August 2020	31 August 2025	[The start of the 'Autumn' term in September 2025

If you would like to delay your child's entry, so they do not start full-time in September 2024, 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 2024, you must still apply at the normal time. Once allocated a school place, you should then ask the school in writing what part-time provision may be offered, advise them of your child's intended full-time start date and keep in regular contact with the school regarding any changes to this intended date.
- 4 Some parent/carers of 'summer born' children (those children born between 01 April and 31 August) may wish to investigate the possibility of 'deferred entry' into a lower year group. If you are considering this for your child, please contact the LA [School Admissions team](#) who can provide you with information and advice.

If you would like to defer your child's entry, so they do not start in Reception in September 2024, but instead start Reception in September 2025, you must still apply at the normal time and parallel to your application, put a formal request in writing to defer your child's admission to a lower year group.

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

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

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

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

If you would like to accelerate your child's entry, you should then put a formal request in writing, together with any supporting information, by no later than 29 November 2023. The Trust will

then consider your request, if necessary in conjunction with other schools, the LA, early years providers and professionals.

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

- 6** Applications should be made by the closing date for applications which is 15 January 2024. Applications can be made online at www.york.gov.uk/schooladmissions. It is expected that most applications will be made online, but where applicants cannot apply online, they may request support from the Trust, LA, schools, or a paper application form known as the 'School admissions application for Primary School in September 2024'. There is no additional 'Supplementary Information Form' required to apply for a school place at any Hope Sentamu Learning Trust school covered by this policy.
- 7** When making an application, parent/carers are advised to supply any additional information that may be required to the admission authority by providing this information in writing direct to the school or by emailing education@york.gov.uk with the child's details. For example, additional information will need to be provided when applying on the basis of being 'previously looked after' or having exceptional social or medical needs which relate to the preferred school. Further guidance on additional information can be found in the [Guide for Parents](#).
- 8** Any school's resources, such as teachers and classrooms, have to be used carefully to ensure the best possible standards for education and a safe environment. If no limit were set on the number of children that can go to a school each year these standards could not be maintained. Infant Class Size legislation may also limit the number of pupils that can be admitted in Reception, Year 1 and Year 2. For these reasons each school has a Published Admission Number – that is the number of places available that will be offered in the year of entry.
- 9** Applicants will be responsible for travel arrangements and the costs of travel to and from school.
- 10** Burton Green Primary School, Poppleton Ousebank Primary School and Skelton Primary School each have their own catchment area. The City of York Local Authority advises applicants to consider their 'catchment' school when making an application. If the place your child is allocated is at a school which you are not in the catchment area for, or if you move out of the catchment area you now reside in, then you may have less chance of being successful when applying for any younger siblings. Catchment areas are designated by the Local Authority and are made available to applicants in the [Guide for Parents](#), online at www.york.gov.uk and upon request from the City of York School Admissions team.

B Admissions into Year 7

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

If you would like to accelerate your child's entry, you should then put a formal request in writing, together with any supporting information, an details of whether your child has previously been educated out of their chronological age group, by no later than 29 November 2023. The Trust will then consider your request, if necessary in conjunction with other schools and professionals.

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

- 3 Applications should be made by the closing date for applications which is 31 October 2023. Applications can be made online at www.york.gov.uk/schooladmissions. It is expected that most applications will be made online, but where applicants cannot apply online, they may request support from the Trust, LA, schools, or a paper application form known as the 'School admissions application for Secondary School in September 2024'. There is no additional 'Supplementary Information Form' required to apply for a school place at any Hope Sentamu Learning Trust school covered by this policy.
- 4 When making an application, parent/carers are advised to supply any additional information that may be required to the admission authority by providing this information in writing direct to the school or by emailing education@york.gov.uk with the child's details. For example, additional information will need to be provided when applying on the basis of being 'previously looked after' or having exceptional social or medical needs which relate to the preferred school. Further guidance on additional information can be found in the [Guide for Parents](#).
- 5 Any school's resources, such as teachers and classrooms, have to be used carefully to ensure the best possible standards for education and a safe environment. If no limit were set on the number of pupils that can go to a school each year these standards could not be maintained. For this reason each school has a Published Admission Number – that is the number of places available that will be offered in the year of entry.
- 6 Applicants will be responsible for travel arrangements and the costs of travel to and from school.

- 7 Vale of York Academy maintains a catchment area. The City of York Local Authority advises applicants to consider their 'catchment' school when making an application. If the place your child is allocated is at a school which you are not in the catchment area for, or if you move out of the catchment area you now reside in, then you may have less chance of being successful when applying for any younger siblings. Catchment areas are designated by the Local Authority and are made available to applicants in the [Guide for Parents](#), online at www.york.gov.uk and upon request from the City of York School Admissions team.

C Oversubscription Criteria

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

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

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

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

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

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

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

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

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

authority may consult with other medical or educational professionals for a further opinion as to whether the child should be allocated a place at the preferred school due to a particular medical condition or social need;

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

The Trust may defer these considerations and decisions to others to consider any documentation provided by parent/carers and assess whether these needs are 'exceptional' in nature. Those applications with supporting information that the Trust determines are 'exceptional' would have to be where only the preferred school could meet the child's need.

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

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

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

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

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

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

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

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

D Appeals

- 1 Applicants refused a place at the school have a statutory right of appeal. If a preference for a place at the school is refused, the applicant will be informed of the reasons and of their right of appeal. This right does not apply if they are allocated a place but it is not in their preferred year group.
- 2 Hope Sentamu Learning Trust subscribes to the City of York's independent appeals procedure and any decision made under this admissions policy can be appealed using that process. Appeals are heard by an independent appeals panel and their decisions are legally binding in line with the School Admission Appeals Code. We will publish our appeals timetable on our website by 28 February 2024. Applicants who wish to appeal should contact the LA School Admissions team to request the correct appeal form. Appeal forms should be returned within 20 school days of the date the place was refused.
- 3 Applicants will only be able to appeal once in any one school year unless, in exceptional circumstances, the admission authority has accepted a second application because of a significant and material change in the circumstances of the parent/carer, child or school.

E False Information

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

F Late Applications

- 1 Applications received after the relevant closing date for applications of may be treated as 'late' applications – that is processed after all 'on-time' applications.
 - For applications for Burton Green Primary School, Poppleton Ousebank Primary School and Skelton Primary School- in the primary admissions round, applications will be treated as late after 15 January 2024;
 - For applications for Vale of York Academy – in the secondary admissions round, applications will be treated as late from 01 November 2023.
- 2 Where possible, 'late' applications and changes of preference and/or circumstances will be treated as 'on-time' applications if:
 - a) this is accompanied by a satisfactory reason provided at the time of application; and
 - b) it can be accommodated within the timescales of the coordinated scheme and/or admission authority's processes.
- 3 Late applications received after the offer day, but before the start of the school year will be processed using the same arrangements and criteria as 'on-time' applications, although the availability of places will depend on where places are still available as well as the preferences of applicants.

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

G Waiting List

- 1 If a school is oversubscribed, a waiting list will be held from when offers have been made until 31 December 2024. After 31 December 2024, 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 05 July in the relevant year.
- 2 A child’s position on the list will be determined by the oversubscription criteria set out in Section C of this policy and will reflect their current circumstances where these circumstances have been provided to the admission authority. The list will also contain all other on-time and late preferences that have been refused or are requested. Should a place become available while the waiting list is in operation, a place will be made available to the applicant on the top of the waiting list on the day the place became available.
- 3 Applications may only be made once for each school year unless there has been a significant and material change in the circumstances of the parent/carer, child or school, which the admission authority agrees requires a new application.
- 4 Being on a waiting list does not affect a parent’s/carer’s right of appeal against an unsuccessful preference.

H Timetable

by 12 September 2023	Opening date for applications. ‘School admissions application for Primary, Junior and Secondary School in September 2023’ form made available and online applications start to be accepted at www.york.gov.uk/schooladmissions
By 14 September 2023	Letter to parent/carers of Year 6 pupils in City of York primary schools informing parent/carers of dates of secondary school open evenings and that applications should be made online by 31 October 2022. Parent/carers without access to the internet will be informed they should contact the School Admissions team for a paper copy of the ‘School admissions application for Secondary School in September 2023’ form
September and October 2023	Secondary school open activities
31 October 2023	Closing date for ‘on-time’ Secondary applications (both online and by paper ‘School admissions application for Secondary School in September 2024’ form)

From 1 November 2023	Secondary applications received may be treated as 'late'
15 January 2024	Closing date for 'on-time' applications (both online and by paper 'School admissions application for Primary & Junior School in September 2024' form)
from 16 January 2024	Primary and Junior applications received may be treated as 'late'
1 March 2024 or next working day	Secondary allocations communicated to City of York resident applicants by email and/or by letter
12 April 2024	Deadline for return of Secondary school appeal papers for 'on-time' applicants
16 April 2024 or next working day	Primary & Junior National Offer Day
29 April – 17 June 2024	Admission appeals for 'on-time' Secondary applicants
17 May 2024	Deadline for return of Primary & Junior appeal papers for 'on-time' applicants
10 June 2024 – 19 July 2024	Admission appeals for 'on-time' Primary & Junior applicants
September 2024	Start of the school year
31 December 2024	Waiting list for all community and voluntary controlled primary, infant and secondary schools closes

I Contact Details for Correspondence

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

01904 560053
<https://hslt.academy>

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

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

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

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Huntington Primary Academy

Admissions Policy

2024 – 2025



Introduction

- 1 This policy applies to applications for Huntington Primary Academy.
- 2 This policy applies in the primary admissions round, that is when applying for a place in Reception as the normal year of entry to start primary school for the first time. It does not apply to 'in-year' applications for a place at a primary or infant school. In-year admissions are those that are made either during the school year, or for admission into year groups other than the normal year of entry. More information on in-year admissions can be found in the [City of York In-Year Admissions Policy](#).
- 3 The Published Admission Number (PAN) is the number of pupils it is intended to admit into the first year group of school. This number for 2024 – 2025 is 60.
- 4 This policy complies with and operates within the City of York Coordinated Admissions Scheme for Primary and Infant Schools in the City of York Local Authority area. The admission authority for Huntington Primary Academy is the Academy Trust of the academy.
- 5 In-year admissions are those that are made either during the school year, or for admission into year groups other than the normal year of entry. Where applications for an in-year place are received, whether a place can be offered will depend upon the availability of places in the relevant class/year group. If there are more applications for a place than places available, then the oversubscription criteria as in Section B of this policy will be applied to ascertain which child is most entitled to a place.
- 6 The admission of children into the Reception year at a primary school is a completely separate process to nursery admissions. Attendance at a particular nursery class or early years provider does not give a child any priority within the admissions policy for admission to primary

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

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

A Admissions into Reception

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

Date of birth	Date of compulsory school age	Latest date child may start school full-time
1 September 2019 - 31 December 2019	31 December 2024	The start of the ‘Spring’ term in January 2025
1 January 2020 - 31 March 2020	31 March 2025	The start of the ‘Summer’ term in April 2025
1 April 2020 - 31	31 August 2025	The start of the ‘Autumn’

August 2020		term in September 20245
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If you would like to delay your child's entry, so they do not start full-time in September 2024, 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 2024, you must still apply at the normal time. Once allocated a school place, you should then ask the school in writing what part-time provision may be offered, advise them of your child's intended full-time start date and keep in regular contact with the school regarding any changes to this intended date.
- 4 Some parent/carers of 'summer born' children (those children born between 01 April and 31 August) may wish to investigate the possibility of 'deferred entry' into a lower year group. If you are considering this for your child, please contact the LA [School Services team](#) who can provide you with information and advice.

If you would like to defer your child's entry, so they do not start in Reception in September 2024, but instead start Reception in September 2025, you must still apply at the normal time and parallel to your application, put a formal request in writing to defer your child's admission to a lower year group.

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

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

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

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

If you would like to accelerate your child's entry, you should then put a formal request in writing, together with any supporting information, by no later than 29 November 2023. The Trust will then consider your request, if necessary in conjunction with other schools, the LA, early years providers and professionals.

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

- 6 Applications should be made by the closing date for applications which is 15 January 2024. Applications can be made online at www.york.gov.uk/schooladmissions. It is expected that most applications will be made online, but where applicants cannot apply online, they may request support from the Trust, LA, schools, or a paper application form known as the 'School admissions application for Primary School in September 2024'. There is no additional 'Supplementary Information Form' required to apply for a school place at Huntington Primary Academy.
- 7 When making an application, parent/carers are advised to supply any additional information that may be required to the admission authority by providing this information in writing direct to the school or by emailing education@york.gov.uk with the child's details. For example, additional information will need to be provided when applying on the basis of being 'previously looked after' or having exceptional social or medical needs which relate to the preferred school. Further guidance on additional information can be found in the [Guide for Parents](#).

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

B Oversubscription criteria

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

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

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

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

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

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

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

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

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

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

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

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

The Trust may defer these considerations and decisions to others to consider any documentation provided by parent/carers and assess whether these needs are 'exceptional' in nature. Those applications with supporting information that the Trust determines are 'exceptional' would have to be where only Huntington Primary Academy could meet the child's need.

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

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

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

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

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

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

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

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

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

C Appeals

- 1 Applicants refused a place at the school have a statutory right of appeal. If a preference for a place at the school is refused, the applicant will be informed of the reasons and of their right of appeal. This right does not apply if they are allocated a place but it is not in their preferred year group.
- 2 Huntington Primary Academy Trust subscribes to the City of York's independent appeals procedure and any decision made under this admissions policy can be appealed using that process. Appeals are heard by an independent appeals panel and their decisions are legally binding in line with the School Admission Appeals Code. We will publish our appeals timetable on our website by 28 February 2024. Applicants who wish to appeal should contact the LA School Services team to request the correct appeal form. Appeal forms should be returned within 20 school days of the date the place was refused.
- 3 Applicants will only be able to appeal once in any one school year unless, in exceptional circumstances, the admission authority has accepted a second application because of a significant and material change in the circumstances of the parent/carer, child or school.

D False Information

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

E Late Applications

- 1 Applications received after the closing date for applications of 15 January 2024 may be treated as 'late' applications – that is processed after all 'on-time' applications.
- 2 Where possible, 'late' applications and changes of preference and/or circumstances will be treated as 'on-time' applications if:
 - a) this is accompanied by a satisfactory reason provided at the time of application; and
 - b) it can be accommodated within the timescales of the coordinated scheme and/or admission authority's processes.
- 3 Late applications received after the offer day, but before the start of the school year will be processed using the same arrangements and criteria as 'on-time' applications, although the availability of places will depend on where places are still available as well as the preferences of applicants.
- 4 Late applications received after the first day of the school year will be considered as 'in-year' applications. However, these preferences, if unsuccessful, will be held on a waiting list until the end of the first term in line with 'on-time' applications as set out in Section F of this policy.

F Waiting List

- 1 If a school is oversubscribed, a waiting list will be held from when offers have been made until 31 December 2024. After 31 December 2024, if there is still a waiting list, an 'in-year' waiting list is then held until the end of that school year. Beyond the first school year, refused preferences do not 'roll over' into future school years. Should applicants wish to remain on a waiting list for a future school year, they should submit a new application by 5 July in the relevant year.

- 2 A child's position on the list will be determined by the oversubscription criteria set out in Section B of this policy and will reflect their current circumstances where these circumstances have been provided to the admission authority. The list will also contain all other on-time and late preferences that have been refused or are requested. Should a place become available while the waiting list is in operation, a place will be made available to the applicant on the top of the waiting list on the day the place became available.
- 3 Applications may only be made once for each school year unless there has been a significant and material change in the circumstances of the parent/carer, child or school, which the admission authority agrees requires a new application.
- 4 Being on a waiting list does not affect a parent's/carer's right of appeal against an unsuccessful preference.

G **Timetable**

by 12 September 2023	Opening date for applications. 'School admissions application for Primary, Junior School and Secondary Schools in September 2024' form made available and online applications start to be accepted at www.york.gov.uk/schooladmissions
15 January 2024	Closing date for 'on-time' applications (both online and by paper 'School admissions application for Primary & Junior School in September 2024' form)
from 16 January 2024	Applications received may be treated as 'late'
16 April 2024 (or next working day)	Primary & Junior National Offer Day
17 May 2024	Deadline for return of Primary & Junior appeal papers for 'on-time' applicants
10 June 2024 – 19 July 2024	Admission appeals for 'on-time' Primary & Junior applicants
September 2024	Start of the school year
31 December 2024	Waiting list for all community and voluntary controlled Primary & Junior schools closes

H Contact details for correspondence

The Chair of the Board of Trustees
Huntington Primary Academy Trust
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Hope SENTAMU LEARNING TRUST

ADMISSIONS POLICY, 2024 - 2025 MANOR CHURCH OF ENGLAND ACADEMY, YORK

THIS POLICY APPLIES TO MANOR CHURCH OF ENGLAND ACADEMY ONLY

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

Date of last consultation	4 th October to 14 th November 2021
Approved by Trust	19 th January 2022
Next review due	September 2022

The Hope Sentamu Learning Trust process this data on a legal and legitimate interest basis, in line with the requirements of providing educational provision.



2024-2025 Admissions Policy

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

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

1. Introduction

Manor Church of England Academy is a Church of England school in the Diocese of York. It has been serving the young people of York and beyond since 1812, formerly as a maintained school and more recently as an academy. The school is part of Hope Sentamu Learning Trust.

The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice for pupils aged 11 to 16. It encourages an understanding of the meaning and significance of the Christian faith, and promotes Christian values through the experience it offers to all its pupils.

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

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

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

In relation to admissions in the normal admissions round, where applications are for children to be admitted into Year 7 on the first day of term in September 2024, admissions will be operated in accordance with City of York Council's co-ordinated admissions schemes (on which please see further below). Details relating to the co-ordination of in-year admissions will be provided in due course in accordance with the Admissions Code.

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

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

2. Application Procedures and Timetable

Please contact the school on 01904 798722 or hello@mce.hslt.academy and/or your home local authority if you need any help in applying.

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

The admission process for the normal admissions round (i.e. for admission to Year 7 in September 2024) is always co-ordinated by local authorities.

You should apply for a place at school in the normal admissions round by completing the online application form¹ of the local authority (Unitary or County Council) in the area in which you live (your “home” local authority) by 31 October 2023. You should do this even if your “home” local authority is not City of York Council, which is the relevant local authority area for the school.

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

You will be sent your offer by your home local authority outlining your allocated school place on national offer day (1 March 2024) and should ensure that you carefully follow the instructions contained with that communication relating to taking up the place and any other relevant matters. The method of notification will depend on your home local authority processes. You will also be informed of any rights you have to appeal and the right to be placed on school waiting lists.

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

(b) Supplementary Information Form

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

Please send the attached Supplementary Information Form to the Trust at Manor CE Academy, Millfield Lane, Nether Poppleton, York, YO26 6PA marked for the attention of the Trust’s Admissions Clerk. (Please do not send this Supplementary Information Form to your local authority, as they will not be able to take account of the information you have provided).

Where you are applying as part of the normal admissions round, the completed Supplementary Information Form must reach the Trust by 31 October 2023. **If the Supplementary Information Form has not been returned and fully completed by this date, you may lose the priority that you might otherwise have received** (please see further below in relation to late applications.) You should make sure you allow the time to get any necessary supplementary information/signatures required for the Form prior to the deadline for its return.

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

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

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

(c) Late applications and changes

Applications received by your home local authority (or changed) after the national closing date (31 October 2023) are “late applications.”

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

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

3. Admission number

The school’s Published Admission Number – that is number of places available for admission to Year 7 at the school in September 2024 - is 240.

If, as part of the normal admissions round, no more than 240 applications are received, places will be allocated up to and including the Published Admission Number in accordance with City of York Council’s Co-ordinated admissions scheme.

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

4. Allocation of places

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

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

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

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

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

(a) Was previously a looked after child in accordance with the above definition, but who immediately after being looked after was subject to an adoption, child arrangement or special guardianship order³; or

(b) Appears to the Trust (having sought advice from the Local Authority) to have been in state care outside of England and who have ceased to be in state care as a result of being adopted. A child is regarded as having been in state care in a place outside England if they were in the care of or were accommodated by a public authority, a religious organisation or any other provider of care whose sole or main purpose is to benefit society.

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

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

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

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

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

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

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

3. Children satisfying the requirements for a Foundation Place (up to 121 remaining places)

Up to 121 places will be available for those applicants satisfying the requirements for a Foundation Place. The actual number of places offered under this criterion will be determined by the number of applicants eligible for a Foundation Place. If all Foundation Places are not allocated, the remainder will become available for other applicants.

To be eligible under this criterion, the applicant must be able to demonstrate the required frequency of worship by the child or at least one parent/carer. The minimum level of worship will be attendance an average of at least once a month for the two years immediately prior to the date of application. In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

The worship must be at a regular public service at a Christian place of worship. A Christian place of worship is defined as a church which is Designated under the Ecumenical Relations Measure 2018, nationally by the Archbishops of Canterbury and York, or locally by the diocesan bishop, or which is a member of Churches Together in England,⁴ or affiliated to the Evangelical Alliance⁵ or a Partner Church of Affinity.⁶ The list of nationally designated churches can be found at https://www.churchofengland.org/sites/default/files/2019-04/list_of_designated_churches_3_oct_18.pdf.

In the event that there are more eligible applicants satisfying the minimum requirements for a Foundation Place than there are within the 121 place allocation, priority will be given as follows:

1. Applicants who are "very regular worshippers"

Applicants who demonstrate that the child or at least one parent/carer has attended worship at a regular public service at a Christian place of worship an average of at least twice a month for the two years immediately prior to the date of application ("very regular worshippers") will get priority over others satisfying the minimum worship requirement ("regular worshippers").

"Very regular worshippers" will be given priority in the following order:

A. Very regular worshippers who live within the Priority Area

The Priority Area for the school consists of the catchment areas of (1) Rufforth Primary, (2) Poppleton Ousebank Primary, (3) St Mary's VC CE Primary School, Askham Richard, (4) Skelton Primary (5) Carr Junior Primary (6) Copmanthorpe Primary.

⁴ For up to date information on membership of Churches Together In England, please visit their website at https://www.cte.org.uk/Groups/234772/Home/Contacts/Member_Churches_list/Member_Churches_list.aspx

⁵ The Evangelical Alliance is the largest body serving evangelical Christians in the UK. Many members of the Evangelical Alliance are individual congregations or churches and therefore too numerous to list here. However they can be "searched for" on the Evangelical Alliance's website - www.eauk.org.

⁶ Affinity is an umbrella organisation to which independent churches belong, similar to an including the Fellowship of Independent Evangelical (FIEC) Churches.

B. Other very regular worshippers

2. Applicants who are “regular worshippers”

Applicants who demonstrate that the child or at least one parent/carer has attended worship at a regular public service at a Christian place of worship an average of at least once a month for the two years immediately prior to the date of application (“regular worshippers”) will be given priority in the following order:

A. Regular worshippers who live within the Priority Area

The Priority Area for the school consists of the catchment areas of (1) Rufforth Primary, (2) Poppleton Ousebank Primary, (3) St Mary’s VC CE Primary School, Askham Richard, (4) Skelton Primary and (5) Carr Junior Primary (6) Copmanthorpe Primary.

B. Other Regular worshippers

If there are more eligible applications within any of the above sub-criteria than there are remaining places available, the places will be allocated within the sub-criterion in accordance with the tiebreaker outlined below.

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

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

4. Children of staff employed at the school

Up to 6 places will be available for children of members of school staff.

A member of staff must be employed by the academy trust and must have been employed to work at Manor Church of England Academy for two or more years prior to the date of application. This includes both teaching and support staff.

If all 6 places are not allocated, the remainder will become available for other applicants in accordance with the criteria below.

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

5. Children who live in the Priority Area with siblings who will be on roll at the school at the proposed date of admission

The Priority Area for the school consists of the catchment areas of (1) Rufforth Primary, (2) Poppleton Ousebank Primary, (3) St Mary’s VC CE Primary School, Askham Richard, (4) Skelton Primary and (5) Carr Junior Primary (6) Copmanthorpe Primary.

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

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

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

6. Other Children living in the Priority Area

The Priority Area for the school consists of the catchment areas of (1) Rufforth Primary, (2) Poppleton Ousebank Primary, (3) St Mary's VC CE Primary School, Askham Richard, (4) Skelton Primary (5) Carr Junior Primary (6) Copmanthorpe Primary.

7. Children who live outside the Priority Area with siblings who will be on roll at the school at the proposed date of admission

The Priority Area for the school consists of the catchment areas of (1) Rufforth Primary, (2) Poppleton Ousebank Primary, (3) St Mary's VC CE Primary School, Askham Richard, (4) Skelton Primary (5) Carr Junior Primary (6) Copmanthorpe Primary.

In order to be eligible under this criterion, the sibling must be on roll at the school at the proposed date of admission. Please see criterion [4] above for the requirements and definition of siblings.

8. Any other Children

Tie- Breaker

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

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

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

Address – You should consult your “home” local authority's guidance on what is the child's address for the purposes of your application, including which address should be used in situations of shared care. The correct address to be used for the purpose of the local authority's co-ordinated application process will be used for the purpose of applying this oversubscription criteria and the tie breaker in this policy. You may be asked to show evidence of any current or previous address and enquiries may be made to obtain verification, including of any third parties, should this be deemed necessary.

5. Time for admission

(a) Usual entry point

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

Save as outlined below, for those applying in the normal admissions round, offers will be made for a full time place in Year 7 commencing in September 2024.

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

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

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

- the parent's/carer's views;
- any information provided about the child's academic, social and emotional development;

- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group; and
- where applicable, whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

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

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

- parents/carers wishing to defer admission should still apply for a school place at the normal time – i.e. by 31 October 2023; and
- by the same deadline, the parent/carer should also submit a written request to defer admission to the Headteacher of the school, together with any supporting evidence that the parent/carer wishes to be taken into account. You should also inform your home admission authority of your request in writing.

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

If the request is approved, then the application and preferences originally submitted as part of your home local authority's application process will be withdrawn and no decision will be made on the basis of the original application. **Please note, a place will not be reserved for your child: where a deferred admission is granted, parents/carers must then reapply for a place in Year 7 in the next admissions round (i.e. for a place in September 2025) alongside children who are one school year younger.** Parents/carers should make it clear in their fresh application that deferred admission has previously been agreed.⁷ The fresh application will be considered in accordance with school's 2025/26 admissions policy as part of the normal admissions round⁸ and on the basis of the admission arrangements outlined in the school's 2025/26 policy, including the application of oversubscription criteria. The Trust will not give the application lower priority on the basis that the child is being admitted out of their normal age group.

If a request is not approved, parents/carers will be notified by their home local authority of the result of their original application in the usual way.

We will endeavour to process requests to defer admission received after 31 October 2023 within 6 weeks from receipt. If the request is approved, any offer received as part of the normal admissions round will be withdrawn.

Should parents/carers disagree with a decision to refuse their request, they should put their complaint in writing and follow the Trust's complaints policy: whilst parents/carers have a statutory right to appeal against the refusal of a place at a school for which they have applied, this right does not apply if they are offered a place at the school but it is not in their preferred age group.

(c) Accelerated admission

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

In order for the request to be considered prior to the normal admissions round, the request must be received by 31 October 2023. If the request is approved, wherever possible you should submit an application as part of the normal admissions round, for the year group it has been agreed is the most appropriate for the child. Parents/carers should make it clear in their

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

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

application that an application out of usual year group has been agreed.⁹ The application will then be considered in accordance with this admissions policy. The Trust will not give the application lower priority on the basis that the child is being admitted out of their normal age group. If the request is rejected, you should apply in the usual way for your child to join their correct age group. Should parents/carers disagree with a decision to refuse their request, they should put their complaint in writing and follow the Trust's complaints policy.

6. In-year admissions

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

Parents/carers may apply for a change of school for their child at any time. Please call the school on 01904 798722 or email us at hello@mce.hslt.academy to find out about any in-year vacancies that may be available. Alternatively, you can contact City of York Council School Services on 01904 551554 for information regarding available places.

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

(a) Application process

Details of how in-year applications will be dealt with for the 2024/5 academic year will be set out on the school's website by 31 August 2024. This will detail whether in-year applications are being co-ordinated by the school or by the local authority.

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

(b) Determination of application

Whilst the school does have a published admissions number of 240, this number only applies for admission into Year 7. Although a published admission number may help set class organisation in later years, decisions in relation to places in other year groups will be made primarily on class organisation. As such, a place may be refused even if the numbers on roll in the relevant year group are lower than the published admission number. In determining whether a place is to be offered, consideration will be given as to whether the admission of any additional child would prejudice the provision of efficient education or the efficient use of resources including in light of any current admission numbers set for year groups.

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

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

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

(c) Fair access

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

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

7. Waiting List

If the school is oversubscribed, a waiting list will be established. The waiting list may be held by City of York Council on behalf of the Trust.

Normal admissions round - A waiting list shall be maintained until 31 December 2024, at which point it will be deleted. Applicants still seeking a place after this date should advise the school's Headteacher in writing.

In year applications - Parents/carers who are not successful in obtaining a place following an in-year application received during the 2024/25 academic year will automatically be placed on the waiting list, which will be maintained until the end of the relevant academic year, at which point it will be deleted. In the event that you would like your child to be re-added to the waiting list for the following academic year, you must advise the school's Headteacher of this in writing.

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

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

8. Appeals

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

Appeals are heard by an independent appeals panel and in line with the School Admission Appeals Code. Further details will be provided in the event that your application is refused. We will also publish our appeals timetable on our website by 28 February 2024.

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

9. False Information

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

APPENDIX 2: Supplementary Information Form

Manor Church of England Academy Supplementary Information Form - 2024 Admissions

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

Child's first name:	Name of parent/carer completing form:
Child's surname:	Relationship to child:
Date of birth:	Address (as per Local Authority application form):
Address :	
	post code telephone number:
Primary school attended:	Email
Do you presently have a sibling at Manor Y/N	Signature:
Name of sibling:	
Year group:	

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

Children satisfying the requirements for a Foundation Place (up to 121 remaining places)

	Criterion summary (please see School Admissions policy for full details)	Please tick	Additional Information Required
3.1.A	Foundation Place: Very regular worshipper living within the Priority Area		<i>Please note that additional information is required as set out in section 4.3 above and that a signature is required from your minister of religion.*</i>
3.1.B	Foundation Place: Other very regular worshipper		
3.2.A	Foundation Place: Regular worshipper living within the Priority Area		
3.2.B	Foundation Place: Other regular worshipper		
2	Children with exceptional social or medical needs which make the school the most suitable school for the child		<i>Please note additional information is required as set out in section 4.2 above.*</i>

4	Children of staff employed at the school	<p><i>Please note additional information is required as set out in section 4.4 of the School Admissions policy.</i></p> <p><i>Please give name of member of staff:</i></p> <p>-----</p> <p><i>Please include with this form [insert details of information required to assess demonstrable skills shortage][(where applicable).]</i></p>
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**You should make sure you allow the time to get the necessary information/signature prior to the deadline for return of the form.*

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

Please return this Supplementary Information Form to Manor Church of England Academy, Millfield Lane, Nether Poppleton, York, YO26 6PA by 31 October 2023.

(Supplementary Information Form continued)

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

I hereby confirm that:

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

- An average of at least twice a month for the two years immediately prior to the date of application;
- An average of at least once a month for the two years immediately prior to the date of application.

And

- That worship has taken place at a Christian place of worship, being a church which is Designated under the Ecumenical Relations Measure 2018, nationally by the Archbishops of Canterbury and York, or locally by the diocesan bishop, or which is a member of Churches Together in England,¹⁰ or affiliated to the Evangelical Alliance¹¹ or a Partner Church of Affinity.¹² The list of nationally designated churches can be found at https://www.churchofengland.org/sites/default/files/2019-04/list_of_designated_churches_3_oct_18.pdf.

Note: *In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.*

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

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

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

¹⁰ For up to date information on membership of Churches Together In England, please visit their website at https://www.cte.org.uk/Groups/234772/Home/Contacts/Member_Churches_list/Member_Churches_list.aspx

¹¹ The Evangelical Alliance is the largest body serving evangelical Christians in the UK. Many members of the Evangelical Alliance are individual congregations or churches and therefore too numerous to list here. However they can be “searched for” on the Evangelical Alliance’s website – www.eauk.org.

¹² Affinity is an umbrella organisation to which independent churches belong, similar to an including the Fellowship of Independent Evangelical (FIEC) Churches.



Admissions Policy

2024 - 2025

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1 Introduction

- 1.1 This policy applies to applications for the following schools for whom Pathfinder Multi Academy Trust is the admission authority, which are located within the City of York Local Authority area, and which do not have separate admission arrangements.

These schools are:

- Acomb Primary School
- Badger Hill Primary School
- Clifton with Rawcliffe Primary School
- Hempland Primary School
- New Earswick Primary School
- Rufforth Primary School
- St Lawrence's CE Primary School
- Tang Hall Primary School

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

- Archbishop Holgate's School
- Heworth CE Primary School

You can view these other policies by contacting these schools directly, or online at www.york.gov.uk/schooladmissions

- 1.2 This policy applies in the primary admissions round, that is when applying for a place in Reception as the normal year of entry to start primary school for the first time.

- 1.3 The Published Admission Number (PAN) is the number of pupils it is intended to admit into the first year group of school. This number differs for each school and for 2024 - 2025 these PANs are:

- for Acomb Primary School, 45 places
- for Badger Hill Primary School, 30 places
- for Clifton with Rawcliffe Primary School, 90 places
- for Hempland Primary School, 60 places
- for New Earswick Primary School, 30 places
- for Rufforth Primary School, 15 places
- for St Lawrence's CE Primary School, 30 places
- for Tang Hall Primary School, 30 places

- 1.4 This policy complies with and operates within the City of York Coordinated Admissions Scheme for Primary and Infant Schools in the City of York Local Authority area. The admission authority for these schools is the trust board of the Pathfinder Multi Academy Trust.

- 1.5 In-year admissions are those that are made either during the school year, or for admission into year groups other than the normal year of entry. Where applications for an in-year place are received, whether a place can be offered will depend upon the availability of places in the relevant class/year group. If there are more applications for a place than places available, then the oversubscription criteria as in Section 3 of this policy will be applied to ascertain which child is most entitled to a place. Applications should be made no earlier than 20 school days before the school place is required.

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

2 Admission into Reception

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

Date of Birth	Date of compulsory school age	Latest date child may start school full-time
1 September 2019 to 31 December 2019	31 December 2024	The start of the 'Spring' term in January 2025
1 January 2020 to 31 March 2020	31 March 2025	The start of the 'Summer' term in April 2025
1 April 2020 to 31 August 2020	31 August 2025	The start of the 'Autumn' term in September 2025

If you would like to delay your child's entry, so they do not start full-time in September 2024, you must still apply at the normal time. Once allocated a school place, you should then advise the school in writing of your child's intended start date and keep in regular contact with the school regarding any changes to this intended date. Start dates are recommended to be at the start of each half term, but these can be varied by agreement with the school.

The school will hold a place for that child and not offer it to another child during the remainder of the Reception year. You should contact the school to make arrangements for admission of your child by no later than 20 school days before the intended start date. If you do not contact the school in the 20 school days before an

intended and/or previously communicated start date, the school will make all reasonable efforts to contact you by telephone and in writing at any known physical address or email address. In the event that all attempts to contact you are unsuccessful, the school place may be withdrawn.

- 2.3 Parent/carers will also be able to request a part-time place until the start of the term after the child turns five. It is a legal requirement that all children must enter formal full-time education at the start of the term after their fifth birthday, but if you would like to discuss part-time education for your child so they do not start full-time in September 2024, you must still apply at the normal time. Once allocated a school place, you should then ask the school in writing what part-time provision may be offered, advise them of your child's intended full-time start date and keep in regular contact with the school regarding any changes to this intended date.

- 2.4 Some parent/carers of 'summer born' children (those children born between 1 April and 31 August) may wish to investigate the possibility of 'deferred entry' into a lower year group. If you are considering this for your child, please contact the LA [School Services team](#) who can provide you with information and advice.

If you would like to defer your child's entry, so they do not start in Reception in September 2024, but instead start Reception in September 2025, you must still apply at the normal time and parallel to your application, put a formal request in writing to defer your child's admission to a lower year group.

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

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

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

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

If you would like to accelerate your child's entry, you should then put a formal request in writing, together with any supporting information, by no later than 29 November 2023. The Trust will then consider your request, if necessary in conjunction with other schools, the LA, early years providers and professionals.

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

- 2.6 Applications should be made by the closing date for applications which is 15 January 2024. Applications can be made online at www.york.gov.uk/schooladmissions. It is expected that most applications will be made online, but where applicants cannot apply online, they may request support from the Trust, LA, schools, or a paper application form known as the 'School admissions application for Primary School in September 2024'. There is no additional 'Supplementary Information Form' required to apply for a school place at any Pathfinder Multi Academy Trust school covered by this policy.
- 2.7 When making an application, parent/carers are advised to supply any additional information that may be required to the admission authority by providing this information in writing direct to the school or by emailing education@york.gov.uk with the child's details. For example, additional information will need to be provided when applying on the basis of being 'previously looked after' or having exceptional social or medical needs which relate to the preferred school. Further guidance on additional information can be found in the [Guide for Parents](#).
- 2.8 Any school's resources, such as teachers and classrooms, have to be used carefully to ensure the best possible standards for education and a safe environment. If no limit were set on the number of children that can go to a school each year these standards could not be maintained. Infant Class Size legislation may also limit the number of pupils that can be admitted in Reception, Year 1 and Year 2. For these reasons each school has a Published Admission Number - that is the number of places available that will be offered in the year of entry.
- 2.9 Applicants will be responsible for travel arrangements and the costs of travel to and from school.
- 2.10 Acomb Primary School, Badger Hill Primary School, Clifton with Rawcliffe Primary School, Hempland Primary School, New Earswick Primary School, Rufforth Primary School, St Lawrence's CE Primary School and Tang Hall Primary School each have their own catchment area. The City of York Local Authority advises applicants to consider their 'catchment' school when making an application. If the place your child is allocated is at a school which you are not in the catchment area for, or if you move out of the catchment area you now reside in, then you may have less chance of being successful when applying for any younger siblings. Catchment areas are designated by the Local Authority and are made available to applicants in the [Guide for Parents](#), online at www.york.gov.uk and upon request from the City of York School Services team.

3 Oversubscription Criteria

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

3.1 **Children who are either currently or have previously been ‘looked after’.**

This applies to all children who are currently in the care of a local authority; all children who have been adopted from local authority care (subject to an adoption, residence or special guardianship order); and all children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.

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

3.2 **Children who live within the catchment area normally served by the preferred school, with a sibling at the preferred school at the time of admission.**

Catchment areas are designated by the Local Authority and are made available to parent/carers in the [Guide for Parents](#), online at www.york.gov.uk, and upon request from the City of York School Services team. Siblings are defined as brothers or sisters living in the same house, as their primary place of residence (including half-, step- and foster-brothers or sisters);

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

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

3.3 **Children who live within the catchment area normally served by the preferred school.**

Catchment areas are designated by the Local Authority and are made available to parent/carers in the [Guide for Parents](#), online at www.york.gov.uk, and upon request from the City of York School Services team;

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

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

The admission authority may consult with other medical or educational professionals for a further opinion as to whether the child should be allocated a place at the preferred school due to a particular medical condition or social need;

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

authority would have to be satisfied that the child's needs were such that the preferred school would be the most suitable school for the child.

The Trust may defer these considerations and decisions to others to consider any documentation provided by parent/carers and assess whether these needs are 'exceptional' in nature. Those applications with supporting information that the Trust determines are 'exceptional' would have to be where only the preferred school could meet the child's need.

3.5 **Children with a sibling at the preferred school at the time of admission.**

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

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

3.6 **Children who live closest to the preferred school using the nearest available safe walking route.**

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

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

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

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

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

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

4 **Appeals**

- 4.1 Applicants refused a place at the school have a statutory right of appeal. If a preference for a place at the school is refused, the applicant will be informed of the reasons and of their right of appeal. This right does not apply if they are allocated a place but it is not in their preferred year group.

- 4.2 Pathfinder Multi Academy Trust subscribes to the City of York’s independent appeals procedure and any decision made under this admissions policy can be appealed using that process. Appeals are heard by an independent appeals panel and their decisions are legally binding in line with the School Admission Appeals Code. We will publish our appeals timetable on our website by 28 February 2024. Applicants who wish to appeal should contact the LA School Services team to request the correct appeal form. Appeal forms should be returned within 20 school days of the date the place was refused.
- 4.3 Applicants will only be able to appeal once in any one school year unless, in exceptional circumstances, the admission authority has accepted a second application because of a significant and material change in the circumstances of the parent/carer, child or school.

5 False Information

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

6 Late Applications

- 6.1 Applications received after the closing date for applications of 15 January 2023 may be treated as ‘late’ applications – that is processed after all ‘on-time’ applications.
- 6.2 Where possible, ‘late’ applications and changes of preference and/or circumstances will be treated as ‘on-time’ applications if:
- a) this is accompanied by a satisfactory reason provided at the time of application; and
 - b) it can be accommodated within the timescales of the coordinated scheme and/or admission authority’s processes.
- 6.3 Late applications received after the offer day, but before the start of the school year will be processed using the same arrangements and criteria as ‘on-time’ applications, although the availability of places will depend on where places are still available as well as the preferences of applicants.
- 6.4 Late applications received after the first day of the school year will be considered as ‘in-year’ applications. However, these preferences, if unsuccessful, will be held on a waiting list until the end of the first term in line with ‘on-time’ applications as set out in Section 7 of this policy.

7 Waiting List

- 7.1 If a school is oversubscribed, a waiting list will be held from when offers have been made until 31 December 2024. After 31 December 2024, if there is still a waiting list, an ‘in-year’ waiting list is then held until the end of that school year. Beyond the first school year, refused preferences do not ‘roll over’ into future school years. Should applicants wish to remain on a waiting list for a future school year, they should submit a new application by 5 July in the relevant year.

- 7.2 A child's position on the list will be determined by the oversubscription criteria set out in Section 3 of this policy and will reflect their current circumstances where these circumstances have been provided to the admission authority. The list will also contain all other on-time and late preferences that have been refused or are requested. Should a place become available while the waiting list is in operation, a place will be made available to the applicant on the top of the waiting list on the day the place became available.
- 7.3 Applications may only be made once for each school year unless there has been a significant and material change in the circumstances of the parent/carer, child or school, which the admission authority agrees requires a new application.
- 7.4 Being on a waiting list does not affect a parent's/carer's right of appeal against an unsuccessful preference.

8 Timetable

by 12 September 2023	Guide for Parents published online at www.york.gov.uk/guideforparents
by 12 September 2023	Opening date for applications. 'School admissions application for Primary, Junior School and Secondary Schools in September 2023' form made available and online applications start to be accepted at www.york.gov.uk/schooladmissions
15 January 2024	Closing date for 'on-time' applications for primary schools (both online and by paper 'School admissions application for Primary School in September 2023' form)
from 16 January 2024	Applications received may be treated as 'late'
16 April 2024 (or next working day)	Primary and Junior National Offer Day
17 May 2024	Deadline for return of Primary and Junior appeal papers for 'on-time' applicants
10 June 2024 - 19 July 2024	Admission appeals for 'on-time' Primary and Junior applicants
September 2024	Start of the school year

9 Contact Details

Chair of the MAT Board
 Pathfinder Multi Academy Trust
 Hull Road, York, YO10 5ZA
 01904 806000
www.pathfindermat.co.uk

10 Schools in Pathfinder Multi Academy Trust covered by this policy

- Acomb Primary School (Primary, 5-11)
- Badger Hill Primary School (Primary, 5-11)
- Clifton with Rawcliffe Primary School (Primary, 5-11)
- Hempland Primary School (Primary, 5-11)
- New Earswick Primary School (Primary, 5-11)
- Rufforth Primary School (Primary, 5-11)
- St Lawrence's CE Primary School (Primary, 5-11)
- Tang Hall Primary School (Primary, 5-11)

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

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South Bank Multi Academy Trust

Admissions Policy

2024 – 2025

Introduction

- 1 This policy applies to applications for schools for whom the South Bank Multi Academy Trust is the admission authority, which are located within the City of York Local Authority area. These schools are:
 - Knavesmire Primary School
 - Millthorpe School
 - Scarcroft Primary School
 - Woodthorpe Primary School
 - Carr Junior School
 - York High School

The Trust is responsible for determining the school's admissions arrangements (including this policy) and deciding who can be allocated a place in accordance with it.
- 2 This policy applies in the following admissions rounds:
 - for Knavesmire Primary School, Scarcroft Primary School and Woodthorpe Primary School - the primary admissions round, that is when applying for a place in Reception as the normal year of entry to start primary school for the first time;
 - for Carr Junior School - the junior admissions round, that is when applying for a place in Year 3 as the normal year of entry to start junior school for the first time.
 - for Millthorpe School and York High School - the secondary admissions round, that is when applying for a place in Year 7 as the normal year of entry to start secondary school for the first time.
- 3 The Published Admission Number (PAN) is the number of pupils it is intended to admit into the first year group of school. This number differs for each school and for 2024-2025 these PANs are:
 - for Knavesmire Primary School, 60 places
 - for Millthorpe School, 210 places
 - for Scarcroft Primary School, 60 places
 - for Woodthorpe Primary School, 60 places
 - for Carr Junior School, 60 place
 - for York High School, 150 places
- 4 This policy complies with and operates within the relevant City of York Coordinated Admissions Schemes in the City of York Local Authority area. The admission authority for these schools is the trust board of the South Bank Multi Academy Trust.
- 5 In-year admissions are those that are made either during the school year, or for admission into year groups other than the normal year of entry. Where applications for an in-year place are received, whether a place can be offered will depend upon the availability of places in the relevant class/year group. If there are more applications for a place than places available, then the oversubscription criteria as in Section D of this policy will be applied to ascertain which child is most entitled to a place.
- 6 The admission of children into the Reception year at a primary school is a completely separate process to nursery admissions. Attendance at a particular nursery class or



early years provider does not give a child any priority within the admissions policy for admission to primary school, even if the school and nursery are located on the same premises or run by the school itself.

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

A Admissions into Reception

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

Date of birth	Date of compulsory school age	Latest date child may start school full-time
1 September 2019 - 31 December 2019	31 December 2024	The start of the 'Spring' term in January 2025
1 January 2020 - 31 March 2020	31 March 2025	The start of the 'Summer' term in April 2025
1 April 2020 - 31 August 2020	31 August 2025	[The start of the 'Autumn' term in September 2025

If you would like to delay your child's entry, so they do not start full-time in September 2024, 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 2024, you must still apply at the normal time. Once allocated a school place, you should then ask the school in writing what part-time provision may be offered, advise them of your child's intended full-time start date and keep in regular contact with the school regarding any changes to this intended date.
- 4 Some parent/carers of 'summer born' children (those children born between 01 April and 31 August) may wish to investigate the possibility of 'deferred entry' into a lower year group. If you are considering this for your child, please contact the LA School Services team who can provide you with information and advice.

If you would like to defer your child's entry, so they do not start in Reception in September 2024, but instead start Reception in September 2025, you must still apply at the normal time and parallel to your application, put a formal request in writing to defer your child's admission to a lower year group.

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

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

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



working day) in the school year the child turns 5 and the results of the application one year later may result in a different school being allocated.

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

If you would like to accelerate your child's entry, you should then put a formal request in writing, together with any supporting information, by no later than 29 November 2023. The Trust will then consider your request, if necessary in conjunction with other schools, the LA, early years providers and professionals.

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

- 6 Applications should be made by the closing date for applications, which is 15 January 2024. Applications can be made online at www.york.gov.uk/schooladmissions. It is expected that most applications will be made online, but where applicants cannot apply online, they may request support from the Trust, LA, schools, or a paper application form known as the 'School admissions application for Primary School in September 2024'. There is no additional 'Supplementary Information Form' required to apply for a school place at any South Bank Multi Academy Trust school covered by this policy.⁷ When making an application, parent/carers are advised to supply any additional information that may be required to the admission authority by providing this information in writing direct to the school or by emailing education@york.gov.uk with the child's details. For example, additional information will need to be provided when applying on the basis of being 'previously looked after' or having exceptional social or medical needs which relate to the preferred school. Further guidance on additional information can be found in the [Guide for Parents](#).
- 8 Any school's resources, such as teachers and classrooms, have to be used carefully to ensure the best possible standards for education and a safe environment. If no limit were set on the number of children that can go to a school each year these standards could not be maintained. Infant Class Size legislation may also limit the number of pupils that can be admitted in Reception, Year 1 and Year 2. For these reasons each school has a Published Admission Number – that is the number of places available that will be offered in the year of entry.
- 9 Applicants will be responsible for travel arrangements and the costs of travel to and from school.



- 10 Knavesmire Primary School, Scarcroft Primary School and Woodthorpe Primary School each have their own catchment area. The City of York Local Authority advises applicants to consider their 'catchment' school when making an application. If the place your child is allocated is at a school which you are not in the catchment area for, or if you move out of the catchment area you now reside in, then you may have less chance of being successful when applying for any younger siblings. Catchment areas are designated by the Local Authority and are made available to applicants in the [Guide for Parents](#), online at www.york.gov.uk and upon request from the City of York School Services team

B Admissions into Year 3

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

If you would like to accelerate your child's entry, you should then put a formal request in writing, together with any supporting information, an details of whether your child has previously been educated out of their chronological age group, by no later than 29 November 2023. The Trust will then consider your request, if necessary in conjunction with other schools and professionals.

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

- 3 Applications should be made by the closing date for applications which is 15 January 2024. Applications can be made online at www.york.gov.uk/schooladmissions. It is expected that most applications will be made online, but where applicants cannot apply online, they may request support from the Trust, the LA, schools, or a paper application form known as the 'School admission application for Junior School in September 2024'.
- 4 When making an application, parent/carers are advised to supply any additional information that may be required to the admission authority by emailing education@york.gov.uk with the pupil's details. For example, additional information will need to be provided when applying on the basis of being 'previously looked after'



or having exceptional social or medical needs which relate to the preferred school. Further guidance on additional information can be found in the [Guide for Parents](#).

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

C Admissions into Year 7

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

If you would like to accelerate your child's entry, you should then put a formal request in writing, together with any supporting information, an details of whether your child has previously been educated out of their chronological age group, by no later than 29 November 2023. The Trust will then consider your request, if necessary in conjunction with other schools and professionals.

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



- 3 Applications should be made by the closing date for applications which is 31 October 2023. Applications can be made online at www.york.gov.uk/schooladmissions. It is expected that most applications will be made online, but where applicants cannot apply online, they may request support from the Trust, LA, schools, or a paper application form known as the 'School admissions application for Secondary School in September 2024'. There is no additional 'Supplementary Information Form' required to apply for a school place at any South Bank Multi Academy Trust school covered by this policy.
- 4 When making an application, parent/carers are advised to supply any additional information that may be required to the admission authority by providing this information in writing direct to the school or by emailing education@york.gov.uk with the child's details. For example, additional information will need to be provided when applying on the basis of being 'previously looked after' or having exceptional social or medical needs which relate to the preferred school. Further guidance on additional information can be found in the [Guide for Parents](#).
- 5 Any school's resources, such as teachers and classrooms, have to be used carefully to ensure the best possible standards for education and a safe environment. If no limit were set on the number of pupils that can go to a school each year these standards could not be maintained. For this reason each school has a Published Admission Number – that is the number of places available that will be offered in the year of entry.
- 6 Applicants will be responsible for travel arrangements and the costs of travel to and from school.
- 7 Millthorpe School and York High School each have their own catchment area. The City of York Local Authority advises applicants to consider their 'catchment' school when making an application. If the place your child is allocated is at a school which you are not in the catchment area for, or if you move out of the catchment area you now reside in, then you may have less chance of being successful when applying for any younger siblings. Catchment areas are designated by the Local Authority and are made available to applicants in the [Guide for Parents](#), online at www.york.gov.uk and upon request from the City of York School Services team

D Oversubscription criteria (Primary and Secondary)

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

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



been in state care outside of England and ceased to be in state care as a result of adoption, residence or special guardianship order. ;

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

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

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

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

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

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

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

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

The Trust may defer these considerations and decisions to others to consider any documentation provided by parent/carers and assess whether these needs are 'exceptional' in nature. Those applications with supporting information that the Trust determines are 'exceptional' would have to be where only the preferred school could meet the child's need.



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

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

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

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

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

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

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

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

E Oversubscription criteria (Junior)

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

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



been in state care outside of England and ceased to be in state care as a result of adoption, residence or special guardianship order.

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

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

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

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

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

The Trust uses the address provided in the application, and using GIS software, determines which catchment area an address, and therefore a child, resides in. This address must be the address at which the child is ordinarily resident. Further detailed advice on addresses is contained within the Guide for Parents.
- 4 Children considered by the admission authority to have exceptional social or medical needs which makes the preferred school the most suitable school for the child. The admission authority may consult with other medical or educational professionals for a further opinion as to whether the child should be allocated a place at the preferred school due to a particular medical condition or social need;

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

The Trust may defer these considerations and decisions to others to consider any documentation provided by parent/carers and assess whether these needs are 'exceptional' in nature. Those applications with supporting information that the Trust determines are 'exceptional' would have to be where only the preferred school could meet the child's need.



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

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

- 6 Pupils who attend Year 2 at the named feeder school for the preferred school at the time of the closing date for applications. The closing date of applications is 15 January in the year of admission. For Carr Junior School the named feeder school is Carr Infant School.
- 7 Children who live closest to the preferred school using the nearest available safe walking route. Distances are measured by a GIS mapping system from the child's home address to the closest entrance of the school.

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

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

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

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

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

F Appeals

- 1 Applicants refused a place at the school have a statutory right of appeal. If a preference for a place at the school is refused, the applicant will be informed of the reasons and of their right of appeal. This right does not apply if they are allocated a place but it is not in their preferred year group.



- 2 South Bank Multi Academy Trust subscribes to the City of York's independent appeals procedure and any decision made under this admissions policy can be appealed using that process. Appeals are heard by an independent appeals panel and their decisions are legally binding in line with the School Admission Appeals Code. We will publish our appeals timetable on our website by 28 February 2022. Applicants who wish to appeal should contact the LA School Services team to request the correct appeal form. Appeal forms should be returned within 20 school days of the date the place was refused.
- 3 Applicants will only be able to appeal once in any one school year unless, in exceptional circumstances, the admission authority has accepted a second application because of a significant and material change in the circumstances of the parent/carer, child or school.

G False Information

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

H Late Applications

- 1 Applications received after the relevant closing date for applications of may be treated as 'late' applications – that is processed after all 'on-time' applications.
 - For applications for Knavesmire Primary School, Scarcroft Primary School and Woodthorpe Primary School - in the primary admissions round, applications will be treated as late after 15 January 2024;
 - For applications for Carr Junior School – in the junior round, applications will be treated as late after 15 January 2024
 - For applications for Millthorpe School and York High School – in the secondary admissions round, applications will be treated as late from 01 November 2023.
- 2 Where possible, 'late' applications and changes of preference and/or circumstances will be treated as 'on-time' applications if:
 - a) this is accompanied by a satisfactory reason provided at the time of application; and
 - b) it can be accommodated within the timescales of the coordinated scheme and/or admission authority's processes.
- 3 Late applications received after the offer day, but before the start of the school year will be processed using the same arrangements and criteria as 'on-time' applications, although the availability of places will depend on where places are still available as well as the preferences of applicants.
- 4 Late applications received after the first day of the school year will be considered as 'in-year' applications. However, these preferences, if unsuccessful, will be held on a waiting list until the end of the first term in line with 'on-time' applications as set out in Section I of this policy.

I Waiting List



- 1 If a school is oversubscribed, a waiting list will be held from when offers have been made until 31 December 2024. After 31 December 2024, if there is still a waiting list, an 'in-year' waiting list is then held until the end of that school year. Beyond the first school year, refused preferences do not 'roll over' into future school years. Should applicants wish to remain on a waiting list for a future school year, they should submit a new application 20 school days before the end of the current school year, and preferably no later than 05 July .
- 2 A child's position on the list will be determined by the oversubscription criteria set out in Section D of this policy and will reflect their current circumstances where these circumstances have been provided to the admission authority. The list will also contain all other on-time and late preferences that have been refused or are requested. Should a place become available while the waiting list is in operation, a place will be made available to the applicant on the top of the waiting list on the day the place became available.
- 3 Applications may only be made once for each school year unless there has been a significant and material change in the circumstances of the parent/carer, child or school, which the admission authority agrees requires a new application.
- 4 Being on a waiting list does not affect a parent's/carer's right of appeal against an unsuccessful preference.

DRAFT

J	Timetable
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by 12 September 2023	Opening date for applications. 'School admissions application for Primary, Junior and Secondary School in September 2024' form made available and online applications start to be accepted at www.york.gov.uk/schooladmissions
By 14 September 2023	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 2023. 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 2024' form
September and October 2023	Secondary school open activities
31 October 2023	Closing date for 'on-time' Secondary applications (both online and by paper 'School admissions application for Secondary School in September 2024' form)
From 1 November 2023	Secondary applications received may be treated as 'late'
15 January 2023	Closing date for 'on-time' applications (both online and by paper 'School admissions application for Primary & Junior School in September 2024' form)
from 16 January 2024	Primary and Junior applications received may be treated as 'late'
1 March 2024 (or next working day)	Secondary National Offer Day Secondary allocations communicated to City of York resident applicants by email and/or by letter
5pm 12 April 2024	Deadline for return of Secondary school appeal papers for 'on-time' applicants



16 April 2024 (or next working day)	Primary & Junior National Offer Day
29 April – 17 June 2024	Secondary school appeal period
17 May 2024	Deadline for return of Primary & Junior appeal papers for 'on-time' applicants
10 June – 19 July 2024	Primary school appeal period
September 2024	Start of the school year

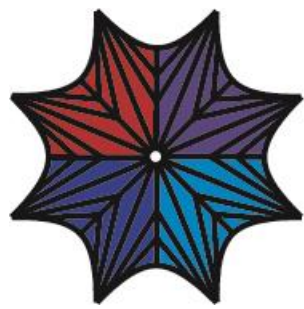
K Contact details for correspondence

The Chair of the Trust Board
 The South Bank Multi Academy Trust
 c/o Woodthorpe Primary School
 Summerfield Road, YO24 2RU
 01904 806460
clerk@southbanktrust.co.uk
www.southbanktrust.co.uk

L Schools in the South Bank Multi Academy Trust covered by this policy

Knivesmire Primary School (Primary, 5-11)
 Millthorpe School (Secondary, 11-16)
 Scarcroft Primary School (Primary, 5-11)
 Woodthorpe Primary School (Primary, 5-11)
 Carr Junior School (Junior, 7-11)
 York High School (Secondary, 11-16)

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



South York
MULTI-ACADEMY TRUST

South York Multi-Academy Trust

Admissions Policy

2024 – 2025

Introduction

1 This policy applies to applications for schools for whom the South York Academy Trust is the admission authority, which are located within the City of York Local Authority area. These schools are:

- Dunnington Church of England Primary School
- Wheldrake with Thorganby Church of England Primary School
- Archbishop's of York Church of England Junior School
- Fulford School
- Bishopthorpe Infant School

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

2 This policy applies in the following admissions rounds:

- for Dunnington Church of England Primary School, Bishopthorpe Infant School and Wheldrake with Thorganby Church of England Primary School - the primary admissions round, that is when applying for a place in Reception as the normal year of entry to start primary school for the first time;
- for Archbishop's of York Church of England Junior School - the junior admissions round, that is when applying for a place in Year 3 as the normal year of entry to start junior school for the first time.
- for Fulford School - the secondary admissions round, that is when applying for a place in Year 7 as the normal year of entry to start secondary school for the first time.

3 The Published Admission Number (PAN) is the number of pupils it is intended to admit into the first year group of school. This number differs for each school and for 2024 – 2025 these PANs are:

- for Dunnington Church of England Primary School, 30 places
- for Wheldrake with Thorganby Church of England Primary School, 30 places

- Bishopthorpe Infant School, 50 places
 - for Archbishop's of York Church of England Junior School, 60 places
 - for Fulford School, 300 places
- 4 This policy complies with and operates within the relevant City of York Coordinated Admissions Schemes in the City of York Local Authority area. The admission authority for these schools is the trust board of the South York Academy Trust.
 - 5 In-year admissions are those that are made either during the school year, or for admission into year groups other than the normal year of entry. Where applications for an in-year place are received, whether a place can be offered will depend upon the availability of places in the relevant class/year group. If there are more applications for a place than places available, then the oversubscription criteria as in Section C of this policy will be applied to ascertain which child is most entitled to a place.
 - 6 The admission of children into the Reception year at a primary school is a completely separate process to nursery admissions. Attendance at a particular nursery class or early years provider does not give a child any priority within the admissions policy for admission to primary school, even if the school and nursery are located on the same premises or run by the school itself.
 - 7 Advice and information for parent/carers on school admissions, including **key information that applies to all applications** as well as some frequently asked questions are available in the City of York Guide for Parents which is available at www.york.gov.uk/guideforparents or upon request from the City of York School Services team. It is recommended that all applicants consider the information in the [Guide for Parents](#) before making an application.
 - 8 The admission of children with an Education, Health and Care plan are covered by different admission regulations. Following consultation, if a school within the South York Academy Trust has been named, a place will be allocated for these children before considering other applications.

A Admissions into Reception

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

Date of birth	Date of compulsory school age	Latest date child may start school full-time
1 September 2018 - 31 December 2019	31 December 2024	The start of the 'Spring' term in January 2025
1 January 2020 - 31 March 2020	31 March 2025	The start of the 'Summer' term in April 2025
1 April 2020 - 31 August 2020	31 August 2025	[The start of the 'Autumn' term in September 2025

If you would like to delay your child's entry, so they do not start full-time in September 2024, 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 2024, you must still apply at the normal time. Once allocated a school place, you should then ask the school in writing what part-time provision may be offered, advise them of your child's intended full-time start date and keep in regular contact with the school regarding any changes to this intended date.
- 4 Some parent/carers of 'summer born' children (those children born between 01 April and 31 August) may wish to investigate the possibility of 'deferred entry' into a lower year group. If you are considering this for your child, please contact the LA [School Services team](#) who can provide you with information and advice.

If you would like to defer your child's entry, so they do not start in Reception in September 2024, but instead start Reception in September 2025, you must still apply at the normal time and parallel to your application, put a formal request in writing to defer your child's admission to a lower year group.

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

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

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

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

If you would like to accelerate your child's entry, you should then put a formal request in writing, together with any supporting information, by no later than 29 November 2023. The Trust will then consider your request, if necessary in conjunction with other schools, the LA, early years providers and professionals.

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

request, they should put their complaint in writing and follow the Trust's complaints policy.

- 6 Applications should be made by the closing date for applications which is 15 January 2024. Applications can be made online at www.york.gov.uk/admissions. It is expected that most applications will be made online, but where applicants cannot apply online, they may request support from the Trust, LA, schools, or a paper application form known as the 'School admissions application for Primary School in September 2024'. There is no additional 'Supplementary Information Form' required to apply for a school place at any South York Academy Trust school covered by this policy.
- 7 When making an application, parent/carers are advised to supply any additional information that may be required to the admission authority by providing this information in writing direct to the school or by emailing education@york.gov.uk with the child's details. For example, additional information will need to be provided when applying on the basis of being 'previously looked after' or having exceptional social or medical needs which relate to the preferred school. Further guidance on additional information can be found in the [Guide for Parents](#).
- 8 Any school's resources, such as teachers and classrooms, have to be used carefully to ensure the best possible standards for education and a safe environment. If no limit were set on the number of children that can go to a school each year these standards could not be maintained. Infant Class Size legislation may also limit the number of pupils that can be admitted in Reception, Year 1 and Year 2. For these reasons each school has a Published Admission Number – that is the number of places available that will be offered in the year of entry.
- 9 Applicants will be responsible for travel arrangements and the costs of travel to and from school.
- 10 Dunnington Church of England Primary School, Wheldrake with Thorganby Church of England Primary School, Bishopthorpe Infant School each have their own catchment area. The City of York Local

Authority advises applicants to consider their 'catchment' school when making an application. If the place your child is allocated is at a school which you are not in the catchment area for, or if you move out of the catchment area you now reside in, then you may have less chance of being successful when applying for any younger siblings. Catchment areas are designated by the Local Authority and are made available to applicants in the [Guide for Parents](#), online at www.york.gov.uk and upon request from the City of York School Services team.

B Admissions into Year 3

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

If you would like to accelerate your child's entry, you should then put a formal request in writing, together with any supporting information, an details of whether your child has previously been educated out of their chronological age group, by no later than 29 November 2024. The Trust will then consider your request, if necessary in conjunction with other schools and professionals.

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

request, they should put their complaint in writing and follow the Trust's complaints policy.

- 3 Applications should be made by the closing date for applications which is 15 January 2024. Applications can be made online at www.york.gov.uk/admissions. It is expected that most applications will be made online, but where applicants cannot apply online, they may request support from the Trust, the LA, schools, or a paper application form known as the 'School admission application for Junior School in September 2024'.
- 4 When making an application, parent/carers are advised to supply any additional information that may be required to the admission authority by emailing education@york.gov.uk with the pupil's details. For example, additional information will need to be provided when applying on the basis of being 'previously looked after' or having exceptional social or medical needs which relate to the preferred school. Further guidance on additional information can be found in the [Guide for Parents](#).
- 5 Any school's resources, such as teachers and classrooms, have to be used carefully to ensure the best possible standards for education and a safe environment. If no limit were set on the number of pupils that can go to a school each year these standards could not be maintained. For this reason each school has a Published Admission Number – that is the number of places available that will be offered in the year of entry.
- 6 Applicants may be successful in obtaining a place at a school that does not serve the local 'catchment' area in which they live. If allocated a place at such a school, applicants will be responsible for travel arrangements and the costs of travel to and from school.
- 7 Archbishop's of York Church of England Junior School has their own catchment area. The City of York Local Authority advises applicants to consider their 'catchment' school when making an application. If the place your child is allocated is at a school which you are not in the catchment area for, or if you move out of the catchment area you now

reside in, then you may have less chance of being successful when applying for any younger siblings. Catchment areas are designated by the Local Authority and are made available to applicants in the [Guide for Parents](#), online at www.york.gov.uk and upon request from the City of York School Services team.

C Admissions into Year 7

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

If you would like to accelerate your child's entry, you should then put a formal request in writing, together with any supporting information, an details of whether your child has previously been educated out of their chronological age group, by no later than 29 November 2023. The Trust will then consider your request, if necessary in conjunction with other schools and professionals.

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

- 3 Applications should be made by the closing date for applications which is 31 October 2023. Applications can be made online at www.york.gov.uk/admissions. It is expected that most applications will be made online, but where applicants cannot apply online, they may request support from the Trust, LA, schools, or a paper application form known as the 'School admissions application for Secondary School in September 2024'. There is no additional 'Supplementary Information Form' required to apply for a school place at any South York Academy Trust school covered by this policy.
- 4 When making an application, parent/carers are advised to supply any additional information that may be required to the admission authority by providing this information in writing direct to the school or by emailing education@york.gov.uk with the child's details. For example, additional information will need to be provided when applying on the basis of being 'previously looked after' or having exceptional social or medical needs which relate to the preferred school. Further guidance on additional information can be found in the [Guide for Parents](#).
- 5 Any school's resources, such as teachers and classrooms, have to be used carefully to ensure the best possible standards for education and a safe environment. If no limit were set on the number of pupils that can go to a school each year these standards could not be maintained. For this reason each school has a Published Admission Number – that is the number of places available that will be offered in the year of entry.
- 6 Applicants will be responsible for travel arrangements and the costs of travel to and from school.
- 7 Fulford School has its own catchment area. The City of York Local Authority advises applicants to consider their 'catchment' school when making an application. If the place your child is allocated is at a school which you are not in the catchment area for, or if you move out of the catchment area you now reside in, then you may have less chance of being successful when applying for any younger siblings. Catchment areas are designated by the Local Authority and are made available to

applicants in the [Guide for Parents](#), online at www.york.gov.uk and upon request from the City of York School Services team.

D Oversubscription criteria (Primary and Secondary)

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

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

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

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

The Trust uses the address provided in the application, and using GIS software, determines which catchment area an address, and therefore a child, resides in. This address must be the address at which the child is

ordinarily resident. Further detailed advice on addresses is contained within the [Guide for Parents](#).

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

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

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

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

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

The Trust may defer these considerations and decisions to others to consider any documentation provided by parent/carers and assess whether these needs are 'exceptional' in nature. Those applications with supporting information that the Trust determines are 'exceptional' would have to be where only the preferred school could meet the child's need.

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

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

For Fulford School - criteria 6 and 7 apply.

- 6 **Children of staff at Fulford School** priority in this oversubscription criteria is given in rather or both of the following circumstances with a maximum of 10 places:

- children of current Fulford School staff. Staff must have been employed by Fulford School for at least two years at the time when the application is made.
- children of a member of staff that has been recruited to fill a demonstrable skill shortage.

- 7 **Children who attend a Primary school linked to Fulford School.**

Fulford School has a longstanding working relationship with a number of Primary schools that lie within Fulford School catchment area (listed below and accurate at time of publication). The majority of children from these schools go on to attend Fulford and as such this criteria applies to children who have a stronger link with Fulford School.

- Archbishop of York's CE Junior School
- Dunnington CE Primary School
- Elvington CE Primary School
- Escrick CE Primary School
- Fishergate Primary School
- Lord Deramore's Primary School

- Naburn CE Primary School
- St. Oswald's CE Primary School
- Wheldrake with Thorganby CE Primary School

8 **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 8;
- 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 (eighth priority).

E Oversubscription criteria (Junior)

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

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

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

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

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

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

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

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

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

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

The Trust may defer these considerations and decisions to others to consider any documentation provided by parent/carers and assess whether these needs are 'exceptional' in nature. Those applications with

supporting information that the Trust determines are 'exceptional' would have to be where only the preferred school could meet the child's need.

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

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

- 6 **Pupils who attend Year 2 at the named feeder school for the preferred school at the time of the closing date for applications.** The closing date of applications is 15 January in the year of admission. For Archbishop's of York's Church of England Junior School the named feeder school is Bishopthorpe Infant School.

F Appeals

- 1 Applicants refused a place at the school have a statutory right of appeal. If a preference for a place at the school is refused, the applicant will be informed of the reasons and of their right of appeal. This right does not apply if they are allocated a place but it is not in their preferred year group.
- 2 South York Academy Trust subscribes to the City of York's independent appeals procedure and any decision made under this admissions policy can be appealed using that process. Appeals are heard by an independent appeals panel and their decisions are legally binding in line with the School Admission Appeals Code. We will publish our appeals timetable on our website by 28 February 2024. Applicants who wish to appeal should contact the LA School Services team to request the correct appeal form. Appeal forms should be returned within 20 school days of the date the place was refused.

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

G False Information

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

H Late Applications

- 1 Applications received after the relevant closing date for applications of may be treated as 'late' applications – that is processed after all 'on-time' applications.
 - For applications for Dunnington Church of England Primary School and Wheldrake with Thorganby Church of England Primary School in the primary admissions round, applications will be treated as late after 15 January 2024;
 - For applications for Archbishop's of York Church of England Junior School in the junior admissions round, applications will be treated as late after 15 January 2024;
 - For applications for Fulford School – in the secondary admissions round, applications will be treated as late from 01 November 2023.
- 2 Where possible, 'late' applications and changes of preference and/or circumstances will be treated as 'on-time' applications if:
 - a) this is accompanied by a satisfactory reason provided at the time of application; and
 - b) it can be accommodated within the timescales of the coordinated scheme and/or admission authority's processes.

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

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I Waiting List

- 1 If a school is oversubscribed, a waiting list will be held from when offers have been made until 31 December 2024. After 31 December 2024, if there is still a waiting list, an 'in-year' waiting list is then held until the end of that school year. Beyond the first school year, refused preferences do not 'roll over' into future school years. Should applicants wish to remain on a waiting list for a future school year, they should submit a new application by 5 July in the relevant year.
- 2 A child's position on the list will be determined by the oversubscription criteria set out in Section C of this policy and will reflect their current circumstances where these circumstances have been provided to the admission authority. The list will also contain all other on-time and late preferences that have been refused or are requested. Should a place become available while the waiting list is in operation, a place will be made available to the applicant on the top of the waiting list on the day the place became available.
- 3 Applications may only be made once for each school year unless there has been a significant and material change in the circumstances of the parent/carer, child or school, which the admission authority agrees requires a new application.
- 4 Being on a waiting list does not affect a parent's/carer's right of appeal against an unsuccessful preference.

J Timetable	
by 12 September 2023	Opening date for applications. 'School admissions application for Primary, Junior and Secondary School in September 2024' form made available and online applications start to be accepted at www.york.gov.uk/schooladmissions
By 14 September 2023	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 2023. 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 2024' form
September and October 2023	Secondary school open activities
31 October 2023	Closing date for 'on-time' Secondary applications (both online and by paper 'School admissions application for Secondary School in September 2024' form)
From 1 November 2023	Secondary applications received may be treated as 'late'
15 January 2024	Closing date for 'on-time' applications (both online and by paper 'School admissions application for Primary & Junior School in September 2024' form)

from 16 January 2024	Primary and Junior applications received may be treated as 'late'
1 March 2024 (or next working day)	Secondary allocations communicated to City of York resident applicants by email and/or by letter
5pm 12 April 2024	Deadline for return of Secondary school appeal papers for 'on-time' applicants
16 April 2024 (or next working day)	Primary & Junior National Offer Day
29 April – 17 June 2024	Admission appeals for 'on-time' Secondary applicants
17 May 2024	Deadline for return of Primary & Junior appeal papers for 'on-time' applicants
10 June 2024 – 19 July 2024	Admission appeals for 'on-time' Primary & Junior applicants
September 2024	Start of the school year

K Contact details for correspondence

The Chair of the Trust Board
The South York Academy Trust
c/o Fulford School
Fulford School, York, YO10 4FY
01904 633300
office@fulford.york.sch.uk
www.fulford.york.sch.uk

L Schools in the South York Academy Trust covered by this policy

Dunnington Church of England Primary School (Primary, 5-11)

Wheldrake with Thorganby Church of England Primary School (Primary, 5-11)

Bishophorpe Infant School (Infants 5-7)

Archbishop's of York Church of England Junior School (Junior, 7-11)

Fulford School (Secondary, 11-18)

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

*School details correct at time of update

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ALL SAINTS RC SCHOOL

Diocese of Middlesbrough

All Saints RC School

Admissions Policy - Sixth Form September 2024



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

1. Principles of the Policy

All Saints RC School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will always be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of government and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements. All Saints RC School welcomes students of all faiths and none into the Sixth Form provided that they fulfill the admissions criteria and there are places available under the oversubscription criteria.

The governing body is the admission authority and has responsibility for admissions to this school. The governing body has set its admission number at 240 for applicants to year 12 in the school year which begins in September 2024.

2. Aims

This policy establishes the principles by which students will be admitted into the school Sixth Form in the event there are more applicants than places. All students are required to apply for a place in the Sixth Form.

3. How and when to apply

Applications to the Sixth Form are made via the application form on the All Saints RC School website <https://www.allsaints.york.sch.uk/sixth-form/sixth-form-applications>.

Admission to the Sixth Form

1. Admission to the Sixth Form will be from:
 - a) Students in Year 11 at All Saints RC School
 - b) Students from outside of All Saints RC School
2. Students on roll at All Saints RC School are required to apply for a place in the Sixth Form, as are students from other schools.
3. The entry requirements for admission to the Sixth Form shall be the same for students on roll in Year 11 at the school and external applicants.
4. Students will be enrolled into the Sixth Form prior to the start of the Autumn Term in each school year although there may be some occasions when students transfer during the academic year.

Entry Requirements

All those seeking admission to the Sixth Form must achieve the necessary grades for access onto the courses they have chosen (refer to the subject specific entry requirements). All applications are subject

to approval by the Sixth Form team. Should a subject applied for not have been studied previously at GCSE, entry will be at the discretion of the Sixth Form team in negotiation with the department and under the criteria they determine e.g. evidence in the form of a portfolio or prior attainment. Access to new subjects (not necessarily available at GCSE) is dependent on the applicants' GCSE profile.

Timetable for Admission

- | | |
|---|----------------|
| 1. Students complete application | January 2024 |
| 2. Applications processed | February 2024 |
| 3. Option blocks are fixed based on applications | March 2024 |
| School makes conditional offer and this is
Communicated to parents | |
| 4. GCSE results are published | August 2024 |
| 5. Admission confirmed or refused | August 2024 |
| 6. Independent appeals | September 2024 |

4. Implementation

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

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

Oversubscription Criteria

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

1. Catholic looked after and previously looked after children. (see definition note 7)
2. Catholic children of members of school staff who have been employed at the school for two or more years at the time at which the application for admission to the school is made; or the member of staff is recruited to fill a vacant post for which there is a demonstrable skills shortage
3. Other Catholic children.
4. Other looked after and previously looked after children. (see definition note 7)
5. Catechumens.
6. Other children of members of school staff who have been employed at the school for two or more years at the time at which the application for admission to the school is made; or the member of staff is recruited to fill a vacant post for which there is a demonstrable skills shortage
7. Children who are baptised or dedicated members of other Christian Churches as recognised by Churches Together in England (see definitions)
8. All other applicants.

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

- (i) The attendance of a sibling at the school at the time of enrolment will increase the propriety of an application within each category so that the application will be placed at the top of the category in which the application is made (see definition note 5)

Tie-break Criteria

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

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

Late Applications

Late applications will be considered up to the end of the September in the Autumn Term in year of entry. Option blocks are determined after the application deadline has passed. Consequently, for late applications, some subject options may not be available. Any offers or conditional offers may be subject to the size or projected size of classes.

Appeals

Any student who is unsuccessful in their application for a place in the Sixth Form has the right of appeal to an independent appeals panel.

False Information

Where the School has made the offer of a place in the Sixth Form based on a fraudulent or intentionally misleading application, which has effectively denied a place in the Sixth Form to a student with a stronger claim, the offer of a place will be withdrawn.

5. Monitoring, Evaluation and Review

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

6. Availability

This policy is available on the school website. Copies will also be available, if required, from the Head Teacher's Secretary.

7. Definitions

Looked after child

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

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

Catholic

'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child living with a family where at least one of the parents is Catholic.

For a child to be treated as Catholic, evidence of baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the laws of the Church.

Catechumen

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

Sibling (brother or sister)

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

Eligible Parents

Eligible parents are defined as staff employed at All Saints for two or more years or potential staff who will meet a skills shortage as defined on the school website at the date of application.

Churches Together in England

Other Christian children who are baptised or dedicated members of other Christian Churches as recognised by Churches Together in England. See the list at this link:

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

Applicants seeking admission under criterion 9 will be required to produce a baptismal certificate or a letter confirming their baptism and a letter confirming their commitment as regular worshippers from their minister of religion.

Distances

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

The policy will next be reviewed in January 2023.

Person Responsible:	<i>Assistant Headteacher (Head of Sixth Form)</i>
Reviewed by:	<i>Governors' Admissions Committee</i>
Last Review Academic Year:	<i>May 2022</i>
Adopted by Governing Body	<i>May 2022</i>

Archbishop Holgate's School

A Church of England Academy



2024-2025 Admissions Policy

This policy is for students to start Sixth Form in September 2024

Approved by Trust	2023
Next review due	2024

1. Introduction

Archbishop Holgate's is a Church of England Academy serving the whole community in which it is set. It is committed to giving its students the best possible educational opportunities whilst living Christian values into being, within the tradition of the Anglican church. From its foundation in 1546, Archbishop Holgate's has welcomed applications from both its local community and a wider area.

The Governing Body is the Admissions Authority for Archbishop Holgate's School and is therefore responsible for the admission of students to Year 12 (post-16 provision) at the school. Any queries regarding Sixth Form admissions should be directed to the Sixth Form.

2. Admission to Year 12

Admission to Year 12 will be from:

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

Students on roll at Archbishop Holgate's School are required to apply for a Sixth Form place as are students from other schools. All applicants must submit an application form to the school.

The entry requirements for admission to Year 12 shall be the same for students on roll in Year 11 at the school and external applicants.

Sixth Form students will be admitted at the start of the Autumn Term in each school year although there may be some occasions when students transfer during an academic year.

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3. Minimum Entry Requirements

All those seeking admission to the Sixth Form must achieve the necessary grades for access onto the courses they have chosen. Automatic entry onto Sixth Form courses includes students achieving 5 Grade 4 GCSEs including Grade 4 in English and/or Mathematics. Students with either English and/or Mathematics at Grade 3 or below will have individual meetings to determine the most suitable pathway within the Sixth Form.

All students applying for the Work Skills programme will have individual meetings to determine if pathways are available.

The school will admit all children with a Statement of Special Educational Need (SEN) or Education, Health and Care Plan (EHCP) in whose Statement or EHCP the school is named. If your child has any such statement or EHCP, please contact your home local authority who will advise you on the process for gaining admission to the school.

Oversubscription criteria

If the number of external applicants for Year 12 exceeds the number of places remaining within the published admission number, after the admission of any external students with a statement of SEN or an EHCP in whose statement or EHCP the school is named, and who meet the academic entry criteria, the following oversubscription criteria will be applied in the order shown to applicants who meet the academic entry criteria:

(1) Children who are either currently or have previously been 'looked after' – This applies to all children who are currently in the care of a local authority; all children who have been adopted from local authority care (subject to an adoption, residence or special guardianship order); and all children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

(2) Students considered by the Governors to have exceptional social or medical needs specific to Archbishop Holgate's School – parents applying under this criterion are advised to consult the school in advance about its suitability for their child, and must provide professional supporting evidence, in writing, from a doctor, specialist health professional, or social worker, setting out the particular reasons why this school is the most suitable for the child, and the difficulties that would be caused if the child had to attend another school.

(3) Students who are on roll in Year 11 at Archbishop Holgate's School.

(4) Students living in the area normally served by the school. ('The area normally served by the school' is the school's priority admissions area as defined by the Local Authority and as set out in its Guide for Parents. 'Living in the area' is defined as the student being ordinarily resident at an address in the area defined above. You may be asked for evidence of residence.)

(5) Students having a sibling attending Archbishop Holgate's School at the time of their proposed admission. ('Siblings' are defined as brothers or sisters living in the same house, as their primary place of residence, including half- and step-brothers or sisters.)

(6) Any other students.

Tie-breaker – If there are more applicants within any given qualifying criterion than there are places remaining, the places for these applicants will be allocated to students with the closest safe walking route. ('The closest safe walking route' is defined as the distance from the home to school as measured from the home address to the nearest entrance to the school site using the Local Authority's computerised measuring system.)

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Final tie-breaker – If the above tie-breaker does not distinguish between two or more applicants with equal priority for the remaining place, random allocation will be used as the final tie-breaker. This will be supervised by someone independent of the Academy.

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

4. Appeals

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

5. Late Applications

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

6. False Information

Where the school has made the offer of a place at the Sixth Form on the basis of a fraudulent or intentionally misleading application which has effectively denied a place to a post-16 student with a stronger claim, the offer of a place will be withdrawn. The application will be considered afresh, and a right of appeal offered if a place is refused.

7. Waiting List

In the case of oversubscription, students may wish their application to be held on a waiting list which will be maintained until 31 December at the end of the Autumn Term. The Academy's waiting list will be ranked in accordance with the oversubscription criteria set out above.

8. Timetable for Admissions

1	AHS students complete application	December 2023
2	External students complete application	January 2024
2	School accepts application and this is communicated to parents	January 2024
4	GCSE results published	August 2024
5	Admission confirmed or refused	August 2024
6	Independent appeals	September 2024

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

Address for correspondence

Sixth Form Supervisor and Administrator
Archbishop Holgate's School
Hull Road
York YO10 5ZA

Telephone: 01904 411341

Email: swalton@ahs.pmat.academy

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Fulford School

Admissions Policy – Year 12 entry

2024 - 2025



Introduction

- 1 The South York Multi-Academy Trust is the admission authority for Fulford School and is therefore responsible for the admission of students into Year 12.

The South York Multi-Academy Trust has delegated the responsibility for the administration of admissions into Year 12 to the Head teacher of the school and so any queries regarding Year 12 admissions should be directed to the school.

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

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

A Admissions into Year 12

- 1 Admission into Year 12 will be from:
 - (a) students on roll in Year 11 at Fulford School; and
 - (b) external applicant students not attending Year 11 at Fulford School.
- 2 Fulford School welcomes applications from eligible external applicants, and where applications are received from those not already on roll in Year 11 at the school, the school will admit eligible external students to Year 12. The published admission number for Year 12 is 35 students, though wherever possible additional students may be offered places on available courses.
- 3 Both students on roll in Year 11 at Fulford School, and external applicants are required to apply for a place in Year 12.
- 4 The same entry requirements for admission into Year 12 will apply for students on roll in Year 11 at Fulford School and external applicants.

- 5 Students will be admitted into Year 12 at the start of the Autumn Term in each school year, although there may be some occasions when students transfer during an academic year.

B Minimum entry requirements

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

C Oversubscription criteria

- 1 Where the number of eligible external applicants for a course of study exceeds the places available, then admission will be determined in accordance with the following priority of admission criteria:
 1. **Pupils who are either currently or have previously been 'looked after'**. This applies to all children who are currently or have previously been, in the care of a local authority; all children who have been adopted from local authority care, subject to an adoption, residence or special guardianship order; and all children who appear to have been in state care outside of England and ceased to be in state care as a result of adoption, residence or special guardianship order;

It is the responsibility of parent/carers, or the pupil's social worker to provide the information to the admission authority that this criterion applies.
 2. **Students who live within the catchment area normally served by Fulford School, with a sibling at Fulford School at the time of admission.** Catchment areas are designated by the Local Authority and are made available to parent/carers in the [Guide for Parents](#), online at www.york.gov.uk, and upon request from the School Services team. Siblings are defined as brothers or sisters living in the same house, as their primary place of residence (including half-, step- and foster-brothers or sisters);

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

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

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

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

- 2 The number of students who have applied for each course will need to be taken into account, meaning that extra students can sometimes be accommodated over the admission number of 35 eligible external applicants if the student's chosen course is not full.

D Appeals

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

E False Information

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

F Late Applications

Late applications will be considered up to the end of the first full week of the Autumn Term 2024, where places are still available. Although students can apply at any time, groupings will be based on Easter numbers so later applications may be harder to accommodate.

G Timetable for admission

December 2023 – February 2024	Students complete application
February 2024 – April 2024	Application processed
April 2024	Decision on application (subject to results) communicated to students
August 2024	Year 11 results published
August 2024	Admission confirmed or refused
September 2024	Independent Appeals

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

H Contact details for correspondence

Fulford School
Fulfordgate,
Fulford,
York YO10 4FY

The Chair of the Trust Board

The South York Academy Trust
c/o Fulford School
Fulford School, York, YO10 4FY
01904 633300
office@fulford.york.sch.uk
www.fulford.york.sch.uk



The Joseph Rowntree School

Admissions Policy – Year 12 entry

2024 - 2025

Introduction

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

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

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

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

A Admissions into Year 12

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

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

B Minimum entry requirements

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

C Oversubscription criteria

- 1 Where the number of eligible external applicants for a course of study exceeds the places available, then admission will be determined in accordance with the following priority of admission criteria:
 1. **Students who are either currently or have previously been 'looked after'**. This applies to all children who are currently or have previously been, in the care of a local authority; all children who have been adopted from local authority care, subject to an adoption, residence or special guardianship order; and all children who appear to have been in state care outside of England and ceased to be in state care as a result of adoption, residence or special guardianship order;
 2. **Students who live within the catchment area normally served by The Joseph Rowntree School, with a sibling at The Joseph Rowntree School at the time of admission.** Catchment areas are designated by the Local Authority and are made available to parent/carers in the [Guide for Parents](#), online at www.york.gov.uk, and upon request from the School Services team. Siblings are defined as brothers or sisters living in the

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

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

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

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

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

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

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

D Appeals

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

E False Information

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

F Late Applications

Late applications will be considered up to the end of the first full week of the Autumn Term 2024, where spaces are still available.

G Timetable for admission

November 2023- January 2024	Students complete application
January 2024 – March 2024	Application processed
March 2024	School accepts application, subject to Year 11 results and this is communicated to both students and parents
August 2024	Year 11 results published
August 2024	Admission confirmed or refused
September 2024	Independent Appeals

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

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



Diocese of Middlesbrough



ALL SAINTS RC SCHOOL

Diocese of Middlesbrough
 YEAR 7 ENTRY FOR SEPTEMBER 2024
 Application Form



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

Please return this form by 31 October 2023 for the attention of Mrs J Sandwell (Deputy Head) at All Saints RC School.

Child's details:

Surname: _____ Forename: _____
 Middle Name: _____ Chosen Name: _____
 Gender (M/F): _____ Date of Birth: _____

Home Information:

Address: _____
 Town: _____ County: _____
 Post Code: _____ Home Telephone Number: _____
 Mobile Number: _____ Email Address: _____

Is either parent currently serving in the Armed Forces? **YES** or **NO** (Please circle)

Names of brothers/sisters already at All Saints: _____

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

Name of Present School _____ Telephone Number: _____

Details of child's religion: *If Catholic, please state*

Date of Baptism: _____ Priest: _____ Parish: _____

Parish in which the child lives: _____

Church normally attended, if different from above: _____

Name of Parish Priest: _____ Telephone Number: _____

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

Is your child a Catechumen? **YES** or **NO**
If yes, please complete the details of the Church and Parish Priest in the section above

If non-Catholic but a member of another Christian Church, please state:

Name of Church & Address: _____

Name of Minister: _____ Telephone Number: _____

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



Compassion



Truth



Respect



Forgiveness



Justice



Service



Gentleness



Humility



Stewardship



Diocese of Middlesbrough



ALL SAINTS RC SCHOOL

Diocese of Middlesbrough
YEAR 7 ENTRY FOR SEPTEMBER 2024
Application Form

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

Signed: _____ (Parent/Guardian) Date: _____

Draft Consultation



Compassion



Truth



Respect



Forgiveness



Justice



Service



Gentleness



Humility



Stewardship

APPENDIX 2: Supplementary Information Form**Archbishop Holgate's School, a Church of England Academy****Supplementary Information Form - 2024 Admissions**

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

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

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

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

*You should make sure you allow the time to get the necessary information/signature prior to the deadline for return of the form.

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

Please return this Supplementary Information Form to Archbishop Holgate's School, Hull Road, York, YO10 5ZA by 31 October 2023.

DRAFT

(Supplementary Information Form continued)

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

I hereby confirm that:

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

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

And

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

- A Christian place of worship being a church which is Designated under the Ecumenical Relations Measure 2018, nationally by the Archbishops of Canterbury and York, or locally by the diocesan bishop, or which is a member of Churches Together in England,¹ or affiliated to the Evangelical Alliance² or a Partner Church of Affinity.³ The list of nationally designated churches can be found at https://www.churchofengland.org/sites/default/files/2019-04/list_of_designated_churches_3_oct_18.pdf. or
- A recognised place of worship for the following faith:
 - Buddhism
 - Hinduism
 - Islam
 - Judaism
 - Sikhism

Note:

In the event that during the period specified for attendance at worship the church or, in relation to those of other faiths, relevant place of worship, has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church, or in relation to those of other faiths, relevant place of worship, or alternative premises have been available for public worship.

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

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

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

¹ For up to date information on membership of Churches Together In England, please visit their website at https://www.cte.org.uk/Groups/234772/Home/Contacts/Member_Churches_list/Member_Churches_list.aspx

² The Evangelical Alliance is the largest body serving evangelical Christians in the UK. Many members of the Evangelical Alliance are individual congregations or churches and therefore too numerous to list here. However they can be “searched for” on the Evangelical Alliance’s website – www.eauk.org.

³ Affinity is an umbrella organisation to which independent churches belong, similar to an including the Fellowship of Independent Evangelical (FIEC) Churches.

4	Children of staff employed at the school	<p><i>Please note additional information is required as set out in section 4.4 of the School Admissions policy.</i></p> <p><i>Please give name of member of staff:</i></p> <p>-----</p> <p><i>Please include with this form [insert details of information required to assess demonstrable skills shortage] (where applicable).]</i></p>
---	--	--

**You should make sure you allow the time to get the necessary information/signature prior to the deadline for return of the form.*

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

Please return this Supplementary Information Form to Manor Church of England Academy, Millfield Lane, Nether Poppleton, York, YO26 6PA by 31 October 2023.

(Supplementary Information Form continued)

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

I hereby confirm that:

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

- An average of at least twice a month for the two years immediately prior to the date of application;
- An average of at least once a month for the two years immediately prior to the date of application.

And

- That worship has taken place at a Christian place of worship, being a church which is Designated under the Ecumenical Relations Measure 2018, nationally by the Archbishops of Canterbury and York, or locally by the diocesan bishop, or which is a member of Churches Together in England,¹ or affiliated to the Evangelical Alliance² or a Partner Church of Affinity.³ The list of nationally designated churches can be found at https://www.churchofengland.org/sites/default/files/2019-04/list_of_designated_churches_3_oct_18.pdf.

Note: *In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.*

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

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

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

¹ For up to date information on membership of Churches Together In England, please visit their website at https://www.cte.org.uk/Groups/234772/Home/Contacts/Member_Churches_list/Member_Churches_list.aspx

² The Evangelical Alliance is the largest body serving evangelical Christians in the UK. Many members of the Evangelical Alliance are individual congregations or churches and therefore too numerous to list here. However they can be “searched for” on the Evangelical Alliance’s website – www.eauk.org.

³ Affinity is an umbrella organisation to which independent churches belong, similar to an including the Fellowship of Independent Evangelical (FIEC) Churches.

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APPENDIX 2:

Supplementary Information Form

Heworth Church of England Primary School

Supplementary Information Form - 2024 Admissions

Please note that this it is only necessary to complete this form where you are applying for priority under oversubscription criteria 4.2, 4.4 and 4.6 in the School's admissions policy.

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

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

Criterion summary (please see School Admissions policy for full details)	Please tick	Additional Information Required
2 Children with exceptional social or medical needs which make the school the most suitable school for the child		Please note additional information is required as set out in section 4(2) above.*
4 Children living in the parish who regularly and frequently worship, or whose parent(s)/carer(s) regularly and frequently worship, at a Christian place of worship		Please note that additional information is required as set out in section 4(4) above and that a signature is required from your minister of religion.*
6 Children living outside the Parish who regularly and frequently worship, or whose parent(s)/carer(s) regularly and frequently worship, at a Christian place of worship		Please note that additional information is required as set out in section 4(4) above and that a signature is required from your minister of religion.*
*You should make sure you allow the time to get the necessary information/signature prior to the deadline for return of the form.		

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

Please return this Supplementary Information Form to the school Heworth Primary School, 53 Heworth Road, York YO31 0AA by 15 January 2024.

(Supplementary Information Form continued)

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

I hereby confirm that the aforementioned child or at least one parent/carer of the aforementioned child

1. Has attended worship at a regular public service at a Christian place of worship, being a church which is Designated under the Ecumenical Relations Measure 2018, nationally by the Archbishops of Canterbury and York, or locally by the diocesan bishop, or which is a member of Churches Together in England,¹ or affiliated to the Evangelical Alliance² or a Partner Church of Affinity.³ The list of nationally designated churches can be found at https://www.churchofengland.org/sites/default/files/2019-04/list_of_designated_churches_3_oct_18.pdf.
2. And that such attendance has been at least twice a month for the two years immediately prior to the date of application.

Note:

In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

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

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

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

¹ For up to date information on membership of Churches Together In England, please visit their website at https://www.cte.org.uk/Groups/234772/Home/Contacts/Member_Churches_list/Member_Churches_list.aspx

² The Evangelical Alliance is the largest body serving evangelical Christians in the UK. Many members of the Evangelical Alliance are individual congregations or churches and therefore too numerous to list here. However they can be “searched for” on the Evangelical Alliance’s website – www.eauk.org.

³ Affinity is an umbrella organisation to which independent churches belong, similar to an including the Fellowship of Independent Evangelical (FIEC) Churches.

**City of York Council
Equalities Impact Assessment**

Who is submitting the proposal?

Directorate:	People		
Service Area:	Education Support Services		
Name of the proposal :	School Admissions Consultation for 2024-2025		
Lead officer:	Rachelle White		
Date assessment completed:	14/12/2022		
Names of those who contributed to the assessment :			
Name	Job title	Organisation	Area of expertise
Rachelle White	School Admissions Manager	City of York Council	Education
Sarah Moir	School Place Planning Officer	City of York Council	Education

Step 1 – Aims and intended outcomes

1.1	What is the purpose of the proposal? Please explain your proposal in Plain English avoiding acronyms and jargon.
	<i>To comply with School Admissions Code 2021 by consulting on the School Admission Arrangements for Admissions in 2024-2025</i>
1.2	Are there any external considerations? (Legislation/government directive/codes of practice etc.)
	<i>. School Admissions Code 2021</i>

1.3	Who are the stakeholders and what are their interests?
1.4	What results/outcomes do we want to achieve and for whom? This section should explain what outcomes you want to achieve for service users, staff and for the wider community. Demonstrates how the proposal links to the Council Plan (2019- 2023) and other corporate strategies and plans.
	<i>City of York Council – fulfilling their statutory duty to provide school places for children and young people living in York</i>
	<i>Multi Academy Trusts – also complying with School Admissions Code R021</i>
	<i>The report requires the approval of the City of York Council Executive Member for Education to the changes to the admission arrangements of schools for which the City of York Council are the Admission Authority.</i>
	<i>Other local Authorities – ensuring school place sufficiency in particular in schools close to LA borders.</i>
	<i>Families (parents & guardians, children & young people) – children and young people being allocated and attending school within the city.</i>
	<i>It also seeks to make reference to any changes being made by other Admission Authorities who are responsible for the admission arrangements within their schools where City of York Council are not the Admission Authority but where City of York Council must ensure school place sufficiency to meet their statutory duty.</i>

Step 2 – Gathering the information and feedback

2.1	What sources of data, evidence and consultation feedback do we have to help us understand the impact of the proposal on equality rights and human rights? Please consider a range of sources, including: consultation exercises, surveys, feedback from staff, stakeholders, participants, research reports, the views of equality groups, as well your own experience of working in this area etc.	
	Source of data/supporting evidence	Reason for using
	Survey Monkey	To collate consultation responses
	Pupil Forecast data	To show pupil forecasts to evidence possible PAN changes

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Step 3 – Gaps in data and knowledge

3.1	What are the main gaps in information and understanding of the impact of your proposal? Please indicate how any gaps will be dealt with.		
	Gaps in data or knowledge	Action to deal with this	

Step 4 – Analysing the impacts or effects.

4.1	Please consider what the evidence tells you about the likely impact (positive or negative) on people sharing a protected characteristic, i.e. how significant could the impacts be if we did not make any adjustments? Remember the duty is also positive – so please identify where the proposal offers opportunities to promote equality and/or foster good relations.			
	Equality Groups and Human Rights.	Key Findings/Impacts	Positive (+) Negative (-) Neutral (0)	High (H) Medium (M) Low (L)
	Age	No impact as the admissions include school age children and also children who may have deferred	0	L
	Disability		0	L

	No impact as children with an EHCP are dealt with via SEN Team and those without are dealt with through mainstream and there is no impact		
Gender	No impact	0	L
Gender Reassignment	No impact	0	L
Marriage and civil partnership	No impact	0	L
Pregnancy and maternity	No impact	0	L
Race	No impact	0	L
Religion and belief	No impact for CYC maintained schools. The removal of faith places at St Lawrences CE School will be dealt with by the Pathfinder MAT	0	L
Sexual orientation	No impact	0	L
Other Socio-economic groups including :	Could other socio-economic groups be affected e.g. carers, ex-offenders, low incomes?		
Carer	No impact	0	L
Low income groups	No impact	0	L
Veterans, Armed Forces Community	No impact	0	L
Other	No impact	0	L

Impact on human rights:			
List any human rights impacted.	No impact	0	L

Use the following guidance to inform your responses:

Indicate:

- Where you think that the proposal could have a POSITIVE impact on any of the equality groups like promoting equality and equal opportunities or improving relations within equality groups
- Where you think that the proposal could have a NEGATIVE impact on any of the equality groups, i.e. it could disadvantage them
- Where you think that this proposal has a NEUTRAL effect on any of the equality groups listed below i.e. it has no effect currently on equality groups.

It is important to remember that a proposal may be highly relevant to one aspect of equality and not relevant to another.

<p>High impact (The proposal or process is very equality relevant)</p>	<p>There is significant potential for or evidence of adverse impact The proposal is institution wide or public facing The proposal has consequences for or affects significant numbers of people The proposal has the potential to make a significant contribution to promoting equality and the exercise of human rights.</p>
<p>Medium impact (The proposal or process is somewhat equality relevant)</p>	<p>There is some evidence to suggest potential for or evidence of adverse impact The proposal is institution wide or across services, but mainly internal The proposal has consequences for or affects some people The proposal has the potential to make a contribution to promoting equality and the exercise of human rights</p>
<p>Low impact (The proposal or process might be equality relevant)</p>	<p>There is little evidence to suggest that the proposal could result in adverse impact The proposal operates in a limited way The proposal has consequences for or affects few people The proposal may have the potential to contribute to promoting equality and the exercise of human rights</p>

Step 5 - Mitigating adverse impacts and maximising positive impacts

5.1	Based on your findings, explain ways you plan to mitigate any unlawful prohibited conduct or unwanted adverse impact. Where positive impacts have been identified, what is been done to optimise opportunities to advance equality or foster good relations?
The Admission Arrangements have a low impact as the process is fair, transparent and equitable for all.	

Step 6 – Recommendations and conclusions of the assessment

6.1	Having considered the potential or actual impacts you should be in a position to make an informed judgement on what should be done. In all cases, document your reasoning that justifies your decision. There are four main options you can take:
<ul style="list-style-type: none"> - No major change to the proposal – the EIA demonstrates the proposal is robust. There is no potential for unlawful discrimination or adverse impact and you have taken all opportunities to advance equality and foster good relations, subject to continuing monitor and review. 	

- **Adjust the proposal** – the EIA identifies potential problems or missed opportunities. This involves taking steps to remove any barriers, to better advance quality or to foster good relations.
- **Continue with the proposal** (despite the potential for adverse impact) – you should clearly set out the justifications for doing this and how you believe the decision is compatible with our obligations under the duty
- **Stop and remove the proposal** – if there are adverse effects that are not justified and cannot be mitigated, you should consider stopping the proposal altogether. If a proposal leads to unlawful discrimination it should be removed or changed.

Important: If there are any adverse impacts you cannot mitigate, please provide a compelling reason in the justification column.

Option selected	Conclusions/justification
<p>- No major change to the proposal.</p>	<p>- the EIA demonstrates the proposal is robust. There is no potential for unlawful discrimination or adverse impact and you have taken all opportunities to advance equality and foster good relations, subject to continuing monitor and review.</p>

Step 7 – Summary of agreed actions resulting from the assessment

7.1	What action, by whom, will be undertaken as a result of the impact assessment.		
Impact/issue	Action to be taken	Person responsible	Timescale

Step 8 - Monitor, review and improve

8. 1	<p>How will the impact of your proposal be monitored and improved upon going forward? Consider how will you identify the impact of activities on protected characteristics and other marginalised groups going forward? How will any learning and enhancements be capitalised on and embedded?</p>
	<p>We will consider and complete an EIA for each admission consultation going forward to take into account the impact of any changes</p>