Notice of a public meeting of

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

To: Councillor Webb

Date: Tuesday, 14 January 2025

Time: 10.00 am

Venue: West Offices - Station Rise, York YO1 6GA

AGENDA

1. Declarations of Interest (Pages 5 - 6)

At this point in the meeting, Members and co-opted members are 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. The disclosure must include the nature of the interest.

An interest must also be disclosed in the meeting when it becomes apparent to the member during the meeting.

[Please see attached sheet for further guidance for Members].

2. Minutes (Pages 7 - 8)

To approve and sign the minutes of the Decision Session held on Tuesday, 3 September 2024.

3. Public Participation

At this point in the meeting members of the public who have registered to speak can do so. Members of the public may speak on agenda items or on matters within the remit of the committee. Please note that our registration deadlines have changed to 2 working days before the meeting, in order to facilitate the management of public participation at meetings. The deadline for registering at this meeting is **5:00pm** on **Friday, 10 January 2025.**

To register to speak please visit www.york.gov.uk/AttendCouncilMeetings to fill in an online registration form. If you have any questions about the registration form or the meeting, please contact Democratic Services. Contact details can be found at the foot of this agenda.

Webcasting of Public Meetings

Please note that, subject to available resources, this meeting will be webcast, including any registered public speakers who have given their permission. The meeting can be viewed live and on demand at www.york.gov.uk/webcasts.

4. Admissions Arrangements for the 2026/27 School Year (Pages 9 - 478)

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 2026.

5. Term dates for the 2026/27 School Year (Pages 479 - 502)

This report seeks approval of school term dates for schools for whom the City of York Council is the employer, for the school year beginning in September 2026.

6. Urgent Business

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

Democratic Services Officer

Reece Williams

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

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

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Agenda Item 1

Declarations of Interest – guidance for Members

(1) Members must consider their interests, and act according to the following:

Type of Interest	**You must**
Disclosable Pecuniary Interests	Disclose the interest, not participate in the discussion or vote, and leave the meeting unless you have a dispensation.
Other Registrable Interests (Directly Related) **OR** Non-Registrable Interests (Directly Related)	Disclose the interest; speak on the item only if the public are also allowed to speak, but otherwise not participate in the discussion or vote, and leave the meeting unless you have a dispensation.
Other Registrable Interests (Affects) **OR** Non-Registrable Interests (Affects)	Disclose the interest; remain in the meeting, participate and vote unless the matter affects the financial interest or well-being: (a) to a greater extent than it affects the financial interest or well-being of a majority of inhabitants of the affected ward; and (b) a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest. In which case, speak on the item only if the public are also allowed to speak, but otherwise do not participate in the discussion or vote, and leave the meeting unless you have a dispensation.

(2) Disclosable pecuniary interests relate to the Member concerned or their spouse/partner.

(3) Members in arrears of Council Tax by more than two months must not vote in decisions on, or which might affect, budget calculations, and must disclose at the meeting that this restriction applies to them. A failure to comply with these requirements is a criminal offence under section 106 of the Local Government Finance Act 1992.

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City of York Council	Committee Minutes
Meeting	Decision Session - Executive Member for Children, Young People and Education
Date	3 September 2024
Present	Councillor Webb
Officers in attendance	Niall McVicar – Head of Innovation and Children's Champion Martin Kelly – Corporate Director of Children and Education

21. Declarations of Interest (10:06am)

At this point in the meeting, the Executive Member was asked to declare if he had any personal interests not included on the Register of Interests or any prejudicial or disclosable pecuniary interests that he might have had in relation to the business on the agenda. None were declared.

22. Minutes (10:17am)

Resolved: That the minutes of the decision session held on 23 May 2024 be approved and signed by the Executive Member as a correct record.

23. Public Participation (10:08am)

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

24. Local Offer for Care Leavers (10:08am)

The Head of Innovation and Children's Champion presented the report and reported that the new local offer had been drafted following extensive consultation with care leavers. He then noted that the sentence on page 13 of the report which read: "Provide financial help with things you need like travel, getting to school/college/work, seeing family, new clothes and fees for…", would be completed within the finalised version of the offer.

Resolved: That the Executive Member endorsed the new enhanced Offer for Care Leavers.

Reason: To strengthen the Local Offer and move away from a 'one size fits all' approach resulting in more flexibility for each care experienced young person.

Cllr Webb, Chair
[The meeting started at 10.06 am and finished at 10.13 am].

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Meeting:	Decision Session - Executive Member for Children, Young People and Education
Meeting date:	14 January 2025
Report of:	Maxine Squire, Assistant Director, Education and Skills Rachelle White, Schools Admissions Manager Claire Roberts, Place Planning Officer
Portfolio of:	Executive Member for Children, Young People and Education

Decision Report: Coordinated Admissions Schemes and Admission Arrangements for 2026-2027 School Year

Subject of Report - Admission Arrangements for 2026-2027 School Admissions

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 2026.

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 2026.

3. It also seeks a decision as to whether to support, not support or remain impartial for any amendments to admission arrangements for Multi Academy Trusts who are their own admission authority.

Benefits and Challenges

4. The benefits of the Admission Consultation and decision- making process is to ensure that as a Local Authority we are fulfilling our statutory duty to provide school places for children residing in the city and our sufficiency requirement.

5. The main risk is that some proposed requests are being made by Academy Trusts, who are their own Admission Authority. We can only support or not support the proposal but ultimately the decision is made by the Trust and not City of York Council.

6. Under the terms of the Education Act 1996, the Local Authority has a statutory duty to ensure that sufficient places are available for every child of school age, to promote diversity, parental choice and high educational standards; to ensure fair access to educational opportunity; and to help fulfil every child's educational potential. Academy trusts should work collaboratively with LAs, dioceses and other schools in the area, to ensure that there is a co-ordinated approach to place planning and delivery. The Department for Education has a strong expectation that academy trusts will support LAs to meet the Sufficiency Duty by providing additional places where they are needed and reducing the number of places offered where they are surplus to requirements.

Policy Basis for Decision

7. The co-ordination of school admissions is a statutory duty of the local authority and supports Article 2 of the Human Rights legislation that no person should be denied the right to education.

Financial Strategy Implications

8. There are no financial strategy implications. The local authority receives funding from the central services block of the dedicated schools block to deliver the statutory duty to co-ordinate admissions.

Recommendation and Reasons

9. The Executive Member for Children, Young People and Education is recommended to approve, accept and support the proposed changes to the Admission Arrangements for September 2026-2027 based on the evidence shown in the Options Analysis and Evidential Basis section of this report.

   Reason: To ensure that City of York Council continue to meet their statutory duty as set out in the terms of the Education Act 1996 and also work collaboratively with Academy Trusts to meet that duty whilst also appreciating the financial pressure on schools and trusts.

Background

10. 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. City of York Council carries out a coordinated consultation on admission arrangements every year.

11. 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.

12. 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; this has not occurred for admissions for 2026 - 2027.

13. Admission policies detail the admission arrangements, 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.

14. 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 and continue into Year 12.

15. 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.

16. Previous member decisions have been to agree with the recommendations made within Admission Consultation reports, however this is after suitable scrutiny and questioning which has then determined the additional detail added to subsequent reports.

Consultation Analysis

17. After an invitation from the LA, all admission authorities within the LA area have agreed to take part in a joint consultation to provide parents, schools and other interested parties with the admissions arrangements for 2026 – 2027 in one place for those taking part.

18. 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.

19. 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. Following 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 where possible.

20. This work assists academies with their admission arrangements and supports schools with their responsibilities, which were previously the responsibility of the LA, but also ensures the admissions policies of all non-faith schools are aligned where possible. This work has continued the consistency of the admissions process especially where policies are the same as the LA policy.

21. 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 remains the responsibility of the respective governing body/academy trust.

22. The School Admissions Code of Practice 2021 (School admissions code 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 2025 for the school year beginning in September 2026. This timeframe means that consultation on arrangements takes place up to 23 months before children would be due to start school.

23. 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 parents/carers were also sought, although as is common, only a small number of residents responded via online survey or in writing.

24. The consultation ran from 7th October until 18th November 2024 and included admission arrangements for schools in the LA area for the 2026 - 2027 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.

    In previous years the number of responses have been minimal and not directly relating to the admission arrangements.

Options Analysis and Evidential Basis

25. 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.

26. The Executive Member may also choose to support or if objecting may 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)

27. The following general principles should apply when considering increases in PANs:

28. 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.

29. 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.

30. 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.

31. The following general principles should apply when considering decreases in PANs:

32. The school must still be able to accommodate demand from within their local area (catchment area, parish or priority area).

33. 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.

34. Schools should not make permanent or significant changes to the school premises to reduce the capacity of the school without consultation with City of York Council as PAN increases may be required in the future; for example, if there is a significant increase in birth rates, increase in children living within catchment such as new housing developments or any fundamental changes within the city that may require schools to increase their PAN.

Maintained School Proposals

35. There are five maintained school PAN change requests within the admission arrangements for 2026-2027.

School	Proposal	Recommendation	Reason
Clifton Green Primary School	Reduce PAN from 60 to 45 pupils	Approve	To enable school to have a more efficient and effective resourcing model. Clifton Green Primary School has been significantly undersubscribed (less than 80% full) over recent years so this will reduce the surplus of school places within the area.

Proposal to Reduce the Published Admission Number (PAN) at Clifton Green Primary School from 60 to 45

36. Background

Current Number on Roll (NOR) January 2024	
Reception	45
Y1	59
Y2	50
Y3	61
Y4	54
Y5	56
Y6	57
NOR	382

Birth Rates

37. Birth rates have fallen in recent years and are not projected to rise by the ONS.

	Actual births					Projected Births		
Reception	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30
Birth	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
	79	81	68	77	52	54	54	54

38. Clifton Green tends to have negative birth to reception migration (meaning more children are born in the catchment than are living there when applying for reception places). The percentage drop has reduced in recent years but is still an average of -28.3%.

39. The number of pre-school children registered with a GP in the catchment suggests that the migration is becoming more variable but that numbers continue to be lower than previously in the catchment following the reduction in birth rate.

Reception	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
Birth Year	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
Age 0				56	59	46	54
Age 1			64	53	48	52	
Age 2		64	60	61	47		
Age 3	59	65	60	59			
Age 4	61	64	61				

In year migration

40. Cohorts at Clifton Green change over time due to in-year migration with children leaving and joining the school. Any change in PAN should leave capacity to provide places for children moving into the catchment area.

	Number of pupils						
	17/18	18/19	19/20	20/21	21/22	22/23	23/24
Current Y1						60	59
Current Y2					50	50	50
Current Y3				53	52	58	61
Current Y4			56	57	53	53	54
Current Y5		54	57	58	54	55	56
Current Y6	58	58	55	55	50	53	57

Planning Area Forecasts

41. Forecasts within Primary Planning Area 2 suggest it would be appropriate to reduce the PAN to reduce the number of surplus places.

Without PAN change

Year	24/25	25/26	26/27	27/28	28/29	29/30	30/31
Reception demand	179	167	163	141	142	142	142
Reception capacity	210	210	210	210	210	210	210
Surplus	**31**	**43**	**47**	**69**	**68**	**68**	**68**

Year	24/25	25/26	26/27	27/28	28/29	29/30	30/31
Whole school demand	1269	1238	1219	1185	1144	1097	1078
Whole school capacity	1605	1575	1545	1515	1500	1485	1470
Surplus	**336**	**337**	**326**	**330**	**356**	**388**	**392**

With PAN change

Year	24/25	25/26	26/27	27/28	28/29	29/30	30/31
Reception demand	179	167	163	141	142	142	142
Reception capacity	210	210	195	195	195	195	195
Surplus	**31**	**43**	**32**	**54**	**53**	**53**	**53**

Year	24/25	25/26	26/27	27/28	28/29	29/30	30/31
Whole school demand	1269	1238	1219	1185	1144	1097	1078
Whole school capacity	1605	1575	1530	1485	1455	1425	1395
Surplus	**336**	**337**	**311**	**300**	**311**	**328**	**317**

42. The PAN change would go some way to reducing the projected surplus in school places in the planning area.

Individual School Forecast

43. The table below shows the projected pupil numbers at Clifton Green for the next 5 years. It is worth noting that forecasting at an individual school level increases the risk of inaccuracies that might come about due to changes in parental preferences and migration etc.

	2024/25	2025/26	2026/27	2027/28	2028/29
R	48	53	42	40	40
Year 1	44	49	53	41	40
Year 2	62	46	51	54	42
Year 3	52	64	47	52	55
Year 4	61	53	64	47	52
Year 5	54	62	53	64	47
Year 6	55	55	62	53	64

44. This suggests a PAN change to 45 from 2026/27 onwards would be viable.

Catchments of children allocated Clifton Green

	Clifton Green	Burton Green	Clifton with Rawcliffe	St Barnabas	Other
2024/25	27	11	4	3	3
2023/24	25	10	1	1	1
2022/23	27	15	6		7
2021/22	33	12	4	1	4

45. Reducing the PAN at Clifton Green would have some impact on other local schools as up to half of the children allocated places live outside the Clifton Green catchment. However, the current and forecast surplus is large enough to accommodate them in their catchment or alternative schools in the planning area.

Schools attended by children from Clifton Green catchment

	Clifton Green	Burton Green	Clifton with Rawcliffe	St Wilfrid's	Haxby Road	Other
2024/25	27	10	5	4	3	7
2023/24	25	5	4	2	5	10
2022/23	27	3	6	3	3	7
2021/22	33	4	5	5	2	9

Children from the Clifton Green catchment attend a range of schools. Should there be any difficulty with them continuing to be placed in any of the other schools, there should be space within Clifton Green Primary following a PAN change.

Housing Developments

46. There is one housing development planned in the area at Bootham Crescent. The projected pupil yield from the development has been accounted for in forecasts so places should be available for children from the development without competing with other applications.

Recommendations

47. In summary, we would support the proposal for the school to reduce its PAN as we understand the financial pressure the school will be under if it is unable to do so.

School	Proposal	Recommendation	Reason
Copmanthorpe Primary School	Reduce PAN from 60 to 30 pupils	Approve	To enable school to have a more efficient and effective resourcing model. Copmanthorpe Primary School has been very significantly

School	Proposal	Recommendation	Reason
			undersubscribed (less than 60% full) over recent years so this will reduce the surplus of school places within the area.

Proposal to Reduce the Published Admission Number (PAN) at Copmanthorpe Primary School from 60 to 30

48. Background

Current Number on Roll (NOR) January 2024	
Reception	34
Y1	33
Y2	50
Y3	51
Y4	52
Y5	54
Y6	59
NOR	333

Birth Rates

49. Birth rates have fallen in recent years and are not projected to rise by the ONS.

	Actual births					Projected Births		
Reception	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30
Birth	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
	27	18	22	16	19	16	16	16

50. Copmanthorpe has a high birth to reception net migration (average 42%). It varies year to year, with the highest recent migration rate being 80% with families moving into catchment between birth and school start. If this rate is repeated, there would be more children living in catchment than places available with a PAN of 30.

51. The number of pre-school children registered with a GP in the Copmanthorpe Primary School catchment suggests that birth to reception migration continues to be high:

Reception	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
Birth Year	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
Age 0				25	16	22	25
Age 1			24	25	19	26	
Age 2		27	24	27	20		
Age 3	40	30	27	30			
Age 4	40	31	32				

In year migration

52. Copmanthorpe has positive average migration, with more children joining the school through in-year transfers than leaving it. This means that when considering any reduction in PAN, account should be taken of the capacity for children to join the cohort throughout primary.

	Number of pupils						
	17/18	18/19	19/20	20/21	21/22	22/23	23/24
Current Y1						36	33
Current Y2					45	46	50
Current Y3				50	51	52	51
Current Y4			53	53	51	52	52
Current Y5		52	53	52	52	52	54
Current Y6	59	58	60	59	60	60	59

Planning Area Forecasts

53. Forecasts within Primary Planning Area 5 suggest it would be appropriate to reduce the PAN to reduce the number of surplus places.

Without PAN change

Year	24/25	25/26	26/27	27/28	28/29	29/30	30/31
Reception demand	180	157	163	139	139	139	139
Reception capacity	230	230	230	230	230	230	230
Surplus	**50**	**73**	**67**	**91**	**91**	**91**	**91**

Year	24/25	25/26	26/27	27/28	28/29	29/30	30/31
Whole school demand	1399	1329	1278	1206	1131	1100	1057
Whole school capacity	1640	1630	1620	1610	1610	1610	1610
Surplus	**241**	**301**	**342**	**404**	**479**	**510**	**553**

With PAN change

Year	24/25	25/26	26/27	27/28	28/29	29/30	30/31
Reception demand	180	157	163	139	139	139	139
Reception capacity	230	230	200	200	200	200	200
Surplus	**50**	**73**	**37**	**61**	**61**	**61**	**61**

Year	24/25	25/26	26/27	27/28	28/29	29/30	30/31
Whole school demand	1399	1329	1278	1206	1131	1100	1057
Whole school capacity	1650	1615	1550	1485	1425	1380	1335
Surplus	**251**	**286**	**272**	**279**	**294**	**280**	**278**

54. The PAN change would go some way to reducing the projected surplus in school places in the planning area.

Individual School Forecast

55. The table below shows the projected pupil numbers at Copmanthorpe Primary School for the next 5 years. It is worth noting that forecasting at an individual school level increases the risk of inaccuracies that might come about due to changes in parental preferences and migration etc.

	2024/25	2025/26	2026/27	2027/28	2028/29
R	32	27	31	26	26
Year 1	33	31	26	30	25
Year 2	35	35	32	28	32
Year 3	48	33	33	31	27
Year 4	48	49	34	34	32
Year 5	55	49	50	34	34
Year 6	53	54	48	49	34

Catchments of children allocated Copmanthorpe Primary School

	Copmanthorpe	Dringhouses	St Mary's	Woodthorpe	Other
2024/25	25			3	3
2023/24	27	1	1		1
2022/23	32	1		2	
2021/22	39			2	3

56. Reducing the PAN at Copmanthorpe would have little impact on other local schools as only a small number of children allocated places come from outside the Copmanthorpe catchment.

Schools attended by children from Copmanthorpe Primary School catchment

	Copmanthorpe	Rufforth	St Mary's	Other
2024/25	25		2	4
2023/24	27		2	
2022/23	32	1	1	
2021/22	39			2

57. Very few children from the Copmanthorpe catchment attend schools outside Copmanthorpe and, due to the location of Copmanthorpe, there are no schools that can be deemed a reasonable offer for children living in Copmanthorpe but unable to attend the school. Therefore, the PAN must be sufficient to enable all children living in the catchment to be able to attend.

Housing Developments

58. Two housing developments are planned in the area:

- 75 dwellings to the south-east of Moor Lane: planning permission has been granted so this development is likely to be built within the next three years. 22 of the houses are 2 to 4 bedroom affordable homes and therefore likely to be occupied by families with preschool or school-aged children. Analysis of recent developments suggests there could be an additional 23 - 35 primary aged pupils within two years of development, including 3 – 7 reception pupils. This could mean more children living in catchment than places available.
- 140 dwellings to the south of Tadcaster Road: this strategic site already has outline planning permission and is currently submitted at the reserved matters stage making it likely to start within the next three years. Includes 34 2 to 4 bedroom affordable homes. This could add an additional 43 - 65 primary aged pupils, including 5 – 13 reception pupils.

Recommendations

59. In summary, we would support the proposal for the school to reduce its PAN as we understand the financial pressure the school will be under if it is unable to do so. However, the school should be prepared to exceed the PAN if places are needed for children living in the Copmanthorpe catchment.

School	Proposal	Recommendation	Reason
Ralph Butterfield Primary School	Reduce PAN from 50 to 45 pupils	Approve	To enable school to have a more efficient and effective resourcing model and improve the school organisation structure.

Proposal to Reduce the Published Admission Number (PAN) at Ralph Butterfield Primary School from 50 to 45

60. Background

Current Number on Roll (NOR) January 2024	
Reception	41
Y1	50
Y2	36
Y3	47
Y4	43
Y5	47
Y6	44
NOR	308

Birth Rates

61. Birth rates have fallen in recent years and are not projected to rise by the ONS.

	Actual births					Projected Births		
Reception	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30
Birth	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
	29	30	26	25	24	21	21	21

62. Ralph Butterfield tends to have positive birth to reception migration (meaning more children live in the catchment by school starting age than were born there). It should therefore be noted that more children are likely to be living in the catchment by school age than recent birth rates show.

63. The number of pre-school children registered with a GP in the catchment suggests that although there is still positive birth to reception migration, overall numbers continue to reduce, reflecting the fall in birth rate.

Reception	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
Birth Year	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
Age 0				27	24	26	26
Age 1			35	29	25	32	
Age 2		42	36	29	29		
Age 3	29	42	41	27			
Age 4	28	43	39				

In year migration

64. Cohorts at Ralph Butterfield change over time due to in-year migration with children leaving and joining the school. Any change in PAN should leave capacity to provide places for children moving into the area. With a number of schools within a short distance, this could be considered across the planning area.

	Number of pupils						
	17/18	18/19	19/20	20/21	21/22	22/23	23/24
Current Y1						50	50
Current Y2					33	35	36
Current Y3				45	45	44	47
Current Y4			38	39	41	42	43
Current Y5		39	40	41	44	47	47
Current Y6	42	41	45	44	48	45	44

Planning Area Forecasts

65. Forecasts within Primary Planning Area 9 suggest it would be appropriate to reduce the PAN as there is a large number of surplus places.

Without PAN change

Year	24/25	25/26	26/27	27/28	28/29	29/30	30/31
Reception demand	103	83	103	80	80	81	80
Reception capacity	135	135	135	135	135	135	135
Surplus	**32**	**52**	**32**	**55**	**55**	**54**	**55**

Year	24/25	25/26	26/27	27/28	28/29	29/30	30/31
Whole school demand	818	781	766	726	700	665	625
Whole school capacity	945	945	945	945	945	945	945
Surplus	**127**	**164**	**179**	**219**	**245**	**280**	**320**

With PAN change

Year	24/25	25/26	26/27	27/28	28/29	29/30	30/31
Reception demand	103	83	103	80	80	81	80
Reception capacity	135	135	130	130	130	130	130
Surplus	**32**	**52**	**32**	**55**	**55**	**54**	**55**

Year	24/25	25/26	26/27	27/28	28/29	29/30	30/31
Whole school demand	818	781	766	726	700	665	625
Whole school capacity	945	945	940	935	930	925	920
Surplus	**127**	**164**	**174**	**209**	**230**	**260**	**295**

66. Even with the reduced PAN at Ralph Butterfield, a growing surplus is forecast.

Individual School Forecast

67. The table below shows the projected pupil numbers at Ralph Butterfield for the next 5 years. It is worth noting that forecasting at an individual school level increases the risk of inaccuracies that might come about due to changes in parental preferences and migration etc.

	2024/25	2025/26	2026/27	2027/28	2028/29
R	50	37	36	31	31
Year 1	41	50	37	36	31
Year 2	50	42	51	37	36
Year 3	38	53	45	54	39
Year 4	50	40	56	47	56
Year 5	41	48	39	54	45
Year 6	45	41	47	39	53

68. This suggests a PAN change to 45 from 2026/27 onwards would be viable.

Catchments of children allocated Ralph Butterfield

	Ralph Butterfield	Headlands	New Earswick	Wigginton	Other
2024/25	23	8	4	9	6
2023/24	29	3	2		6
2022/23	36	3	2	2	7
2021/22	22	3	1	2	4

69. Reducing the PAN at Ralph Butterfield would have some impact on other local schools as many of the children allocated places live outside the Ralph Butterfield catchment. However, the current and forecast surplus is large enough to accommodate them in their catchment or alternative schools in the planning area.

Schools attended by children from Ralph Butterfield catchment

	Ralph Butterfield	Headlands	Wigginton	Other
2024/25	23	2	1	1
2023/24	29	3	3	0
2022/23	36	5	3	1
2021/22	22	4	1	1

70. As so few children from the catchment are allocated schools other than Ralph Butterfield, it would be possible to accommodate them either at Ralph Butterfield or other local schools.

Housing Developments

71. There is one large housing development planned in the area north of Haxby. In the short term, it will be possible to accommodate children from the development in local schools. Numbers in the three schools will be monitored as the development is built to ensure surplus places are filled before any increase in PAN or new school building is proposed.

Recommendations

72. In summary, we would support the proposal for the school to reduce its PAN as this will support effective school organisation.

73.

School	Proposal	Recommendation	Reason
St Barnabas' CE Primary School (going through academisation to Pathfinder Multi Academy Trust but conversion date to be confirmed)	Reduce PAN from 30 to 15 pupils	Approve	School has been very significantly undersubscribed (less than 50% full) for a number of years. This will also reduce the number of surplus places in the area.

Proposal to Reduce the Published Admission Number (PAN) at St Barnabas CE Primary School from 30 to 15

74. Background

Current Number on Roll (NOR) January 2024	
Reception	17
Y1	9
Y2	17
Y3	19
Y4	8
Y5	13
Y6	17
NOR	100

Birth Rates

75. Birth rates have fallen in recent years and are not projected to rise by the ONS.

	Actual Births					Projected Births		
Reception	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30
Birth	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
	40	40	37	31	30	27	27	27

76. The school's catchment has negative birth to reception net migration (average -56.6%). It varies year to year, but for the last 3 years has maintained less than 50% of children born in the catchment being resident when starting school.

77. The number of pre-school children registered with a GP in the school's catchment suggests that birth to reception migration continues to be negative:

Reception	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
Birth Year	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
Age 0				26	24	20	23
Age 1			23	20	23	19	
Age 2		19	20	24	23		
Age 3	24	18	17	24			
Age 4	22	16	19				

Planning Area Forecasts

78. Forecasts within the Primary Planning Area 3 suggest there would still be surplus capacity if St Barnabas reduces its PAN.

Without PAN change

Year	24/25	25/26	26/27	27/28	28/29	29/30	30/31
Reception demand	179	180	168	156	161	165	170
Reception capacity	210	210	210	210	210	210	210
Surplus	31	30	42	54	49	45	40

Year	24/25	25/26	26/27	27/28	28/29	29/30	30/31
Whole school demand	1320	1300	1320	1310	1286	1302	1282
Whole school capacity	1620	1560	1500	1470	1470	1470	1470
Surplus	300	260	180	160	184	168	188

With PAN change

Year	24/25	25/26	26/27	27/28	28/29	29/30	30/31
Reception demand	179	180	168	156	161	165	170
Reception capacity	210	210	195	195	195	195	195
Surplus	31	30	27	39	34	30	25

Year	24/25	25/26	26/27	27/28	28/29	29/30	30/31
Whole school demand	1320	1300	1320	1310	1286	1302	1282
Whole school capacity	1620	1560	1485	1455	1440	1425	1410
Surplus	300	260	165	145	154	123	128

79. The PAN change would go some way to reducing the projected surplus in school places in the planning area.

Individual School Forecast

80. The table below shows the projected pupil numbers at St Barnabas for the next 5 years. It is worth noting that forecasting at an individual school level increases the risk of inaccuracies that might come about due to changes in parental preferences and migration etc.

	2024/25	2025/26	2026/27	2027/28	2028/29
R	13	12	11	10	10
Year 1	15	11	10	9	9
Year 2	10	16	12	11	10
Year 3	12	8	13	9	9
Year 4	20	12	8	13	9
Year 5	8	19	11	8	12
Year 6	14	8	19	11	8

Catchments of children allocated St Barnabas

	St Barnabas	Carr Infant	Poppleton Road	Other
2024/25	10			1
2023/24	12	2	1	1
2022/23	5		1	1
2021/22	13		2	3

81. Reducing the PAN at St Barnabas would have little impact on other local schools as there are only small numbers coming to the school from other catchments.

Schools attended by children from St Barnabas catchment

	St Barnabas	Poppleton Road	Clifton Green	Other
2024/25	10	6	3	7
2023/24	12	3	1	2
2022/23	5	3		8
2021/22	13	4	1	5

82. Children from St Barnabas catchment attend a wide range of other schools. With surplus capacity currently available across most planning areas, it is unlikely that large numbers will return to requiring capacity for the full catchment total at St Barnabas within

the next few years. However, it should be noted that St Barnabas may not be able to offer places to all catchment children if the PAN is reduced to 15.

Housing Developments

83. Two housing developments are planned in the area:

- York Central: housing applications have not yet been submitted and the housing mix on the development is not known. Up to 2500 dwellings are proposed, which will comprise of flats and houses. Development was originally planned to start in 2025 and take more than 15 years to complete, but may not run to the original trajectory.
- British Sugar: although this development is unlikely to have a direct impact on St Barnabas, it may mean schools in the area are filled making them less available to children from the St Barnabas catchment.

Recommendations

84. In summary, we would support the proposal for the school to reduce its PAN as we understand the financial pressure the school will be under if it is unable to do so.

School	Proposal	Recommendation	Reason
Westfield Primary School	Reduce PAN from 80 to 60 pupils	Approve	Westfield Primary School reduced the PAN from 90 to 80 for 2023-2024 admissions. However a further reduction to 60 would allow for a more efficient and effective school organisation and reduce

School	Proposal	Recommendation	Reason
			surplus places in the area.

Proposal to Reduce the Published Admission Number (PAN) at Westfield Primary Community School from 80 to 60

84. Background

Current Number on Roll (NOR) January 2024	
Reception	67
Y1	52
Y2	59
Y3	79
Y4	66
Y5	68
Y6	74
NOR	465

Birth Rates

85. Birth rates have fallen in recent years (apart from 2020/21 for 2025/26 entry) and are not projected to rise by the ONS.

	Actual births					Projected Births		
Reception	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30
Birth	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
	114	98	90	120	108	88	88	88

86. Westfield has traditionally had negative birth to reception migration. However, for the last two years, this has reversed so more children are living in catchment for reception than were born there. Therefore, any consideration of birth rates should take into account possible additional children living in catchment by the time they start school.

87. The number of pre-school children registered with a GP in the catchment suggests that the birth to reception migration continues to be positive.

Reception	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
Birth Year	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
Age 0				83	109	104	85
Age 1			98	82	123	111	
Age 2		93	94	92	115		
Age 3	129	91	104	96			
Age 4	126	100	103				

In year migration

88. Cohorts at Westfield change over time due to in-year migration with children leaving and joining the school. Any change in PAN should leave capacity to provide places for children moving into the catchment area.

	Number of pupils						
	17/18	18/19	19/20	20/21	21/22	22/23	23/24
Current Y1						51	52
Current Y2					57	60	59
Current Y3				81	78	83	79
Current Y4			60	59	63	65	66
Current Y5		63	60	60	60	65	68
Current Y6	85	83	82	79	76	77	74

Planning Area Forecasts

89. Forecasts within Primary Planning Area 4 suggest it would be appropriate to reduce the PAN to reduce the number of surplus places. These numbers account for the possibility of two other schools in the planning area reducing their PANs.

90. **Without PAN change**

Year	24/25	25/26	26/27	27/28	28/29	29/30	30/31
Reception demand	173	197	188	156	156	157	157
Reception capacity	258	258	228	228	228	228	228
Surplus	**85**	**61**	**40**	**72**	**72**	**71**	**71**

Year	24/25	25/26	26/27	27/28	28/29	29/30	30/31
Whole school demand	1549	1518	1482	1389	1321	1284	1229
Whole school capacity	1854	1845	1806	1766	1726	1686	1656
Surplus	**305**	**327**	**324**	**377**	**405**	**402**	**427**

With PAN change

Year	24/25	25/26	26/27	27/28	28/29	29/30	30/31
Reception demand	173	197	188	156	156	157	157
Reception capacity	258	258	208	208	208	208	208
Surplus	**85**	**61**	**20**	**52**	**52**	**51**	**51**

Year	24/25	25/26	26/27	27/28	28/29	29/30	30/31
Whole school demand	1549	1518	1482	1389	1321	1284	1229
Whole school capacity	1854	1845	1786	1726	1666	1606	1556
Surplus	**305**	**327**	**304**	**337**	**345**	**322**	**327**

Individual School Forecast

91. The table below shows the projected pupil numbers at Westfield for the next 5 years. It is worth noting that forecasting at an individual school level increases the risk of inaccuracies that might come about due to changes in parental preferences and migration etc.

	2024/25	2025/26	2026/27	2027/28	2028/29
R	53	64	59	48	48
Year 1	68	54	65	60	49
Year 2	54	70	56	67	62
Year 3	59	53	69	55	66
Year 4	82	61	55	71	57
Year 5	68	84	62	56	72
Year 6	66	68	84	62	56

92. This suggests a PAN change to 60 from 2026/27 onwards would be viable.

Catchments of children allocated Westfield

	Westfield	Acomb	Hob Moor	Woodthorpe	Other
2024/25	43	2	2	5	3
2023/24	53	4	3	7	4
2022/23	36	5	3	3	1
2021/22	56		1	3	1

93. Reducing the PAN at Westfield would have some impact on other local schools as some of the children allocated places live outside the Westfield catchment. However, the current and forecast surplus is large enough to accommodate them in their catchment or alternative schools in the planning area.

Schools attended by children from Westfield catchment

	Westfield	Carr	Dring-houses	Hob Moor	OLQM	Poppleton Ousebank	Wood-thorpe	Other
24/25	43	8	4	11	8	6	7	15
23/24	53	4	6	3	11	2	10	12
22/23	36	6	1	12	9	3	13	14
21/22	56	8	3	15	17	3	13	12

94. Children from Westfield catchment attend a wide range of schools and there would not be capacity in Westfield for all the children living in catchment. It is likely that a range of schools will continue to be chosen and therefore a large majority of children in the catchment could continue to be allocated preference schools.

Housing Developments

95. There is one housing development currently under construction at Lowfield Green (in a neighbouring catchment). Although there has not been a large primary pupil yield so far, this looks likely to grow but could be accommodated across schools in the area.

Recommendations

96. In summary, we would support the proposal for the school to reduce its PAN as we understand the financial pressure the school will be under if it is unable to do so.

VA and Academy Proposals

School	Proposal	Recommendation	Reason
Hob Moor Primary School	Reduce PAN from 45 to 30 pupils	Support	School has been undersubscribed for a number of years. Classes can be more efficiently organised with a reduced PAN. This will also

School	Proposal	Recommendation	Reason
			reduce the number of surplus places in the area.

Proposal to Reduce the Published Admission Number (PAN) at Hob Moor Primary School from 45 to 30

97. Background

Current Number on Roll (NOR) January 2024	
Reception	30
Y1	38
Y2	34
Y3	42
Y4	35
Y5	46
Y6	38
NOR	263

Birth Rates

98. Birth rates have fallen in recent years (apart from 2020/21 for 2025/26 entry) and are not projected to rise by the ONS.

	Actual births					Projected Births		
Reception	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30
Birth	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
	73	63	59	66	60	51	51	51

99. Hob Moor has negative birth to reception migration. Therefore, there is likely to be a lower number of children living in catchment by the time they are reception age. However, the number of pre-school children registered with a GP in the catchment suggests

that here may be not as large a decrease from birth to reception as previously. It should be noted when planning a reduction in PAN that any decrease in birth rate may be mitigated by a larger proportion of children living in the catchment by reception age.

Reception	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
Birth Year	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
Age 0				47	56	59	61
Age 1			59	47	59	60	
Age 2		63	60	50	62		
Age 3	51	64	60	45			
Age 4	52	60	58				

In year migration

100. Cohorts at Hob Moor change over time due to in-year migration with children leaving and joining the school. Any change in PAN should leave capacity to provide places for children moving into the catchment area.

	Number of pupils						
	17/18	18/19	19/20	20/21	21/22	22/23	23/24
Current Y1						39	38
Current Y2					35	34	34
Current Y3				37	38	39	42
Current Y4			32	33	36	35	35
Current Y5		43	44	45	45	46	46
Current Y6	44	41	35	39	40	37	38

Planning Area Forecasts

101. Forecasts within Primary Planning Area 4 suggest it would be appropriate to reduce the PAN at Hob Moor to reduce the number of surplus places. These numbers include the possibility of two other schools in the planning area reducing their PANs.

Without PAN change

Year	24/25	25/26	26/27	27/28	28/29	29/30	30/31
Reception demand	173	197	188	156	156	157	157
Reception capacity	258	258	223	223	223	223	223
Surplus	**85**	**61**	**35**	**67**	**67**	**66**	**66**

Year	24/25	25/26	26/27	27/28	28/29	29/30	30/31
Whole school demand	1549	1518	1482	1389	1321	1284	1229
Whole school capacity	1854	1845	1801	1756	1711	1666	1631
Surplus	**305**	**327**	**319**	**367**	**390**	**382**	**402**

With PAN change

Year	24/25	25/26	26/27	27/28	28/29	29/30	30/31
Reception demand	173	197	188	156	156	157	157
Reception capacity	258	258	208	208	208	208	208
Surplus	**85**	**61**	**20**	**52**	**52**	**51**	**51**

Year	24/25	25/26	26/27	27/28	28/29	29/30	30/31
Whole school demand	1549	1518	1482	1389	1321	1284	1229
Whole school capacity	1854	1845	1786	1726	1666	1606	1556
Surplus	**305**	**327**	**304**	**337**	**345**	**322**	**327**

Individual School Forecast

102. The table below shows the projected pupil numbers at Hob Moor for the next 5 years. It is worth noting that forecasting at an individual school level increases the risk of inaccuracies that might come about due to changes in parental preferences and migration etc.

	2024/25	2025/26	2026/27	2027/28	2028/29
R	30	34	31	26	27
Year 1	29	29	33	30	25
Year 2	37	29	29	33	30
Year 3	33	38	29	29	34
Year 4	42	34	38	29	29
Year 5	35	42	34	38	29
Year 6	46	34	41	33	37

103. This suggests a PAN change to 30 from 2026/27 could mean some children, who previously would have been allocated a place, not allocated a place at Hob Moor in 2026/27 but a reduction in PAN is likely to cover all allocations from 2027/28.

Catchments of children allocated Hob Moor

	Hob Moor	Acomb	Westfield	Woodthorpe	Other
2024/25	10	4	11	2	2
2023/24	19	3	3		5
2022/23	16	4	12	3	4
2021/22	15	1	15	1	2

104. Reducing the PAN at Hob Moor could have some impact on other local schools as some of the children allocated places live outside the Hob Moor catchment. However, the current and forecast surplus should be large enough to accommodate them in their catchment or alternative schools in the planning area.

Schools attended by children from Hob Moor catchment

	Hob Moor	Acomb	Dring-houses	OLQM	Westfield	Wood-thorpe	Other
24/25	10	2	19	7	2	2	3
23/24	19	2	13	8	3	5	10
22/23	16	2	13	7	3	9	8
21/22	15	6	6	12	1	1	10

105. Children from Hob Moor catchment attend a wide range of schools and there would not be capacity in Hob Moor for all the children living in catchment. A number of children from Hob Moor catchment attend Dringhouses Primary and any place pressures at Dringhouses could mean children needing places at Hob Moor.

Housing Developments

106. There is one housing development currently under construction at Lowfield Green (in a neighbouring catchment). Although there has not been a large primary pupil yield so far, this looks likely to grow but could be accommodated across schools in the area.

Recommendations

107. In summary, we would support the proposal for the school to reduce its PAN as we understand the financial pressure the school will be under if it is unable to do so.

School	Proposal	Recommendation	Reason
Huntington Primary School	Reduce PAN from 60 to 45 pupils	Support	School has been undersubscribed for a number of years. Classes can be more efficiently organised with a reduced PAN. This will also reduce the number of

School	Proposal	Recommendation	Reason
			surplus places in the area.

Proposal to Reduce the Published Admission Number (PAN) at Huntington Primary Academy from 60 to 45

108. Background

Current Number on Roll (NOR) January 2024	
Reception	52
Y1	44
Y2	50
Y3	54
Y4	63
Y5	58
Y6	64
NOR	385

Birth Rates

109. Birth rates have fallen in recent years and are not projected to rise by the ONS.

	Actual Births					Projected Births		
Reception	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30
Birth	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
	33	33	32	34	27	26	26	26

110. Huntington has previously had positive birth to reception migration with more children living in catchment by the start of school than were born in the catchment. However, 2024/25 entry for the first time had negative birth to reception migration (32 were born in catchment but only 27 are now living in catchment).

111. However, the number of pre-school children registered with a GP in the Huntington Primary Academy catchment suggests that birth to reception migration could return to a positive net migration:

Reception	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
Birth Year	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
Age 0				27	34	29	33
Age 1			37	25	34	35	
Age 2		34	40	25	41		
Age 3	49	34	40	29			
Age 4	48	36	41				

In year migration

112. Huntington Primary Academy has some in-year migration, often with more children joining the school through in-year transfers than leaving it. This means that any reduction in PAN should leave capacity for children to join the cohort throughout primary.

	Number of pupils						
	17/18	18/19	19/20	20/21	21/22	22/23	23/24
Current Y1						41	44
Current Y2					47	49	50
Current Y3				54	51	50	54
Current Y4			61	60	60	61	63
Current Y5		58	58	57	58	55	58
Current Y6	60	60	60	61	63	64	64

Planning Area Forecasts

113. Forecasts within Primary Planning Area 1 suggest it would be appropriate to reduce the PAN to reduce the number of surplus places. These numbers include the possibility of another school in the planning area reducing its PAN.

Without PAN change

Year	24/25	25/26	26/27	27/28	28/29	29/30	30/31
Reception demand	200	211	191	170	171	171	171
Reception capacity	275	275	265	265	265	265	265
Surplus	**75**	**64**	**74**	**95**	**94**	**94**	**94**

Year	24/25	25/26	26/27	27/28	28/29	29/30	30/31
Whole school demand	1652	1660	1611	1527	1464	1407	1351
Whole school capacity	1925	1925	1915	1905	1895	1885	1875
Surplus	**273**	**265**	**304**	**378**	**431**	**478**	**524**

With PAN change

Year	24/25	25/26	26/27	27/28	28/29	29/30	30/31
Reception demand	200	211	191	170	171	171	171
Reception capacity	275	275	250	250	250	250	250
Surplus	**75**	**64**	**59**	**80**	**79**	**79**	**79**

Year	24/25	25/26	26/27	27/28	28/29	29/30	30/31
Whole school demand	1652	1660	1611	1527	1464	1407	1351
Whole school capacity	1925	1925	1900	1875	1850	1825	1800
Surplus	**273**	**265**	**289**	**348**	**386**	**418**	**449**

114. The PAN change would go some way to reducing the projected surplus in school places in the planning area.

Individual School Forecast

115. The table below shows the projected pupil numbers at Huntington Primary Academy for the next 5 years. It is worth noting that forecasting at an individual school level increases the risk of inaccuracies that might come about due to changes in parental preferences and migration etc.

	2024/25	2025/26	2026/27	2027/28	2028/29
R	45	50	37	37	37
Year 1	56	47	52	38	38
Year 2	44	56	47	52	38
Year 3	53	46	59	50	55
Year 4	55	53	47	59	50
Year 5	65	57	55	48	61
Year 6	58	66	58	56	49

Catchments of children allocated Huntington Primary Academy

	Huntington	Yearsley Grove	Haxby Road	New Earswick	Other
2024/25	21	5	1	1	4
2023/24	27	22			2
2022/23	23	7	3	2	6
2021/22	31	13	1	1	2

116. Reducing the PAN at Huntington would have some impact on other local schools as approximately a third of the children allocated places live outside the Huntington catchment. However, the current and forecast surplus is large enough to accommodate them in their catchment or alternative schools.

Schools attended by children from Huntington Primary Academy catchment

	Huntington	Ralph Butterfield	Robert Wilkinson	Yearsley Grove	Other
2024/25	21	2	1	1	2
2023/24	27	2	2	2	3
2022/23	23	3	2	1	7
2021/22	31	1	2	2	5

117. Children from the Huntington catchment attend a range of schools. Should there be any difficulty with them continuing to be placed in the other schools, there would be space within Huntington Primary Academy following a PAN change.

Housing Developments

118. Three housing developments are planned in the area:

- 970 dwellings north of Monks Cross. Huntington Primary Academy will be the nearest primary to this development. Capacity will be needed at the school from the early stages of the development as families begin to move in. Building could start in 2025 (still awaiting full planning permission).
- 275 dwellings adjacent to New Lane. Although this development is in a different school catchment, it is less than 1 mile from Huntington Primary Academy.
- Slightly further south on New Lane, 107 dwellings will also have an impact on the need for school places in the area.

Recommendations

119. In summary, we would support the proposal for the school to reduce its PAN as we understand the financial pressure the school will be under if it is unable to do so. However, capacity should be maintained in the school to increase the PAN when places are needed for children living in planned housing.

School	Proposal	Recommendation	Reason
Our Lady Queen of Martyrs RC School	Reduce PAN from 60 to 45 pupils	Support	School has been undersubscribed for a number of years. Classes can be more efficiently organised with a reduced PAN. This will also reduce the number of surplus places in the area.

Proposal to Reduce the Published Admission Number (PAN) at Our Lady Queen of Martyrs RC Primary School from 60 to 45

120. Background

Current Number on Roll (NOR) January 2024	
Reception	42
Y1	36
Y2	59
Y3	62
Y4	61
Y5	62
Y6	40
NOR	362

121. Our Lady Queen of Martyrs' is included in Primary Planning Area 4 (PPA4) to ensure there are sufficient school places for the local area. Forecasts have been produced for the planning area, based on birth, migration and parental preference rates. The other schools in the planning area are Acomb Primary, Hob Moor Primary, St Paul's CE Primary and Westfield Community Primary.

Birth Rates

122. Birth rates in PPA4 have fallen in recent years and are not projected to rise by the ONS.

	Actual Births					Projected Births		
Reception	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30
Birth	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
PPA4	295	272	224	266	254	205	205	205

123. PPA4 has negative birth to reception migration; more children are born in the catchment than are living there when applying for reception places. The current average reduction is 15% from birth to reception.

124. The number of pre-school children registered with a GP in the planning area suggests that inward migration is increasing, with more families moving into the area. This may slightly counteract the reduction in birth rates. It is also worth noting that the number of children aged 0 in 2022/23 suggests the ONS projected birth rate may be underestimated.

Reception	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
Birth Year	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
Age 0				199	236	247	236
Age 1			255	198	252	256	
Age 2		249	249	212	242		
Age 3	260	244	268	217			
Age 4	254	252	264				

In year migration

125. Cohorts in the planning area change over time due to in-year migration with children leaving and joining the school. The number in each year group can go up or down, with this planning area usually gaining children as they move through primary school. Any change in PAN should leave capacity to provide places for any children moving into the planning area.

	Number of pupils						
	17/18	18/19	19/20	20/21	21/22	22/23	23/24
Current Y1						193	193
Current Y2					225	236	225
Current Y3				247	244	252	254
Current Y4			222	221	223	227	233
Current Y5		237	232	232	230	243	246
Current Y6	257	250	249	243	244	247	246

126. Forecasts within Primary Planning Area 4 suggest it would be appropriate to reduce the PAN at OLQM to reduce the number of surplus places. These numbers include the possibility of two other schools in the planning area reducing their PANs.

Without PAN change

Year	**24/25**	**25/26**	**26/27**	**27/28**	**28/29**	**29/30**	**30/31**
Reception demand	173	197	188	156	156	157	157
Reception capacity	258	258	223	223	223	223	223
Surplus	**85**	**61**	**35**	**67**	**67**	**66**	**66**

Year	**24/25**	**25/26**	**26/27**	**27/28**	**28/29**	**29/30**	**30/31**
Whole school demand	1549	1518	1482	1389	1321	1284	1229
Whole school capacity	1854	1845	1801	1756	1711	1666	1631
Surplus	**305**	**327**	**319**	**367**	**390**	**382**	**402**

With PAN change

Year	**24/25**	**25/26**	**26/27**	**27/28**	**28/29**	**29/30**	**30/31**
Reception demand	173	197	188	156	156	157	157
Reception capacity	258	258	208	208	208	208	208
Surplus	**85**	**61**	**20**	**52**	**52**	**51**	**51**

Year	24/25	25/26	26/27	27/28	28/29	29/30	30/31
Whole school demand	1549	1518	1482	1389	1321	1284	1229
Whole school capacity	1854	1845	1786	1726	1666	1606	1556
Surplus	**305**	**327**	**304**	**337**	**345**	**322**	**327**

Catchments of children allocated Our Lady Queen of Martyrs'

	Acomb Primary	Carr Infants	Hob Moor Primary	Westfield	Poppleton Road	Other
2024/25	4	3	7	8	3	18
2023/24	9	2	8	11	2	9
2022/23	7	1	7	9	4	6
2021/22	8	5	12	17	6	13

127. Reducing the PAN at OLQM would have some impact on other local schools. However, most children come from schools in the same planning area as OLQM where there is a large current and forecast surplus. Other children come from a wide range of schools so any children unable to be placed at OLQM could be accommodated at alternative schools.

Roman Catholic children allocated Our Lady Queen of Martyrs'

	RC living in parish	RC other	Christian	Other*
2024/25	15	1	3	22
2023/24	16	2	7	19
2022/23	9	0	3	22
2021/22	30	1	9	20

*Other includes non RC/Christian siblings, EHCP, LAC, PLA and distance criteria

128. The reduced PAN would include sufficient places for Roman Catholic children living both within and outside the parishes.

Housing Development

129. One housing development is being completed at Lowfield Green. Although there has been a low pupil yield since the first houses were occupied, a primary pupil yield of approximately 40 children is projected. There is capacity in local schools to place them.

Recommendations

130. In summary, we would support the proposal for the school to reduce its PAN as we understand the financial pressure the school will be under if it is unable to do so.

School	Proposal	Recommendation	Reason
St Wilfrid's RC School	Reduce PAN from 40 to 30 pupils	Support	School has been undersubscribed for a number of years. Classes can be more efficiently organised with a reduced PAN. This will also reduce the number of surplus places in the area.

Proposal to Reduce the Published Admission Number (PAN) at St Wilfrid's RC Primary School from 40 to 30

131. Background

Current Number on Roll (NOR) January 2024	
Reception	22
Y1	28
Y2	35
Y3	41

Y4	39
Y5	35
Y6	44
NOR	244

132. St Wilfrid's is included in Primary Planning Area 1 (PPA1) to ensure there are sufficient school places for the local area. Forecasts have been produced for the planning area, based on birth, migration and parental preference rates. The other schools in the planning area are Haxby Road, Huntington Primary, New Earswick, Park Grove and Yearsley Grove.

Birth Rates

133. Birth rates in PPA1 have fallen in recent years and are not projected to rise by the ONS.

	Actual Births					Projected Births		
Reception	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30
Birth	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
PPA1	269	269	213	230	199	210	184	163

134. PPA1 (especially in towards the city centre) tends to have negative birth to reception migration; more children are born in the catchment than are living there when applying for reception places. The current average reduction is 15% from birth to reception.

135. The number of pre-school children registered with a GP in the planning area suggests that the migration is becoming more variable but that numbers continue to be lower than previously in the catchment following the reduction in birth rate.

Reception	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
Birth Year	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
Age 0				185	182	172	163
Age 1			208	183	206	186	
Age 2		193	201	177	211		

Age 3	223	192	205	183			
Age 4	219	200	216				

In year migration

136. Cohorts in the planning area change over time due to in-year migration with children leaving and joining the school. The number in each year group can go up or down, with this planning area usually gaining children as they move through primary school. Any change in PAN should leave capacity to provide places for any children moving into the planning area.

	Number of pupils						
	17/18	18/19	19/20	20/21	21/22	22/23	23/24
Current Y1						215	221
Current Y2					224	226	233
Current Y3				248	246	242	248
Current Y4			252	252	249	250	253
Current Y5		239	234	230	236	235	243
Current Y6	240	237	251	250	250	257	260

Planning Area Forecasts

137. Forecasts within Primary Planning Area 1 suggest it would be appropriate to reduce the PAN. The PAN change would go some way to reducing the projected overall surplus in school places across the planning area.

Without PAN change

Year	**24/25**	**25/26**	**26/27**	**27/28**	**28/29**	**29/30**	**30/31**
Reception demand	200	211	191	170	171	171	171
Reception capacity	275	275	260	260	260	260	260
Surplus	**75**	**64**	**69**	**90**	**89**	**89**	**89**

Year	24/25	25/26	26/27	27/28	28/29	29/30	30/31
Whole school demand	1652	1660	1611	1527	1464	1407	1351
Whole school capacity	1925	1925	1910	1895	1880	1865	1850
Surplus	**273**	**265**	**299**	**368**	**416**	**458**	**499**

With PAN change

Year	24/25	25/26	26/27	27/28	28/29	29/30	30/31
Reception demand	200	211	191	170	171	171	171
Reception capacity	275	275	250	250	250	250	250
Surplus	75	64	59	80	79	79	79

Year	24/25	25/26	26/27	27/28	28/29	29/30	30/31
Whole school demand	1652	1660	1611	1527	1464	1407	1351
Whole school capacity	1925	1925	1900	1875	1850	1825	1800
Surplus	273	265	289	348	386	418	449

Catchments of children allocated St Wilfrid's

	Park Grove	Clifton Green	Burton Green	Tang Hall	Clifton with Rawcliffe	Other
2024/25	10	4	4	3	1	7
2023/24	8	2	1	2	1	12
2022/23	5	3	1	2	4	16
2021/22	4	5	2	3	3	15

138. Reducing the PAN at St Wilfrid's would have some impact on other local schools. However, children come from a large number of different catchments so any children not placed at St Wilfrid's could be absorbed into alternative schools if needed.

Roman Catholic children attending St Wilfrid's

	RC living in parish	RC other	Christian	Other*
2024/25	15	1	3	10
2023/24	6	4	1	14
2022/23	15	6	3	7
2021/22	20	4	6	6

*Other includes non RC/Christian siblings, EHCP, LAC, PLA and distance criteria

136. The reduced PAN would include sufficient places for Roman Catholic children living both within and outside the parish.

Housing Developments

137. One housing development which may have a direct impact on St Wilfrid's is currently being built at the Cocoa Works on Haxby Road. 184 houses are planned, projected to need approximately 60 primary school places. As there is a surplus of places forecast for the area, there should be sufficient places for them with a reduced PAN at St Wilfrid's.

Recommendations

138. In summary, we would support the proposal for the school to reduce its PAN as we understand the financial pressure the school will be under if it is unable to do so.

Admission Policies

139. The LA has consulted with relevant admission authorities on the proposed admissions arrangements for the 2026-27 school year. The City of York has proposed the published admission number (PAN) for all schools, highlighting any changes in Annex Ah. The City of York proposed coordinated schemes and admissions policies are set out in Annexes C-G. Policies for voluntary aided and academy schools are contained in Annexes H-Y with Year 12 admissions policies contained in Annexes Z-Ag.

140. The coordinated schemes Annexes C-E are applicable to all state funded schools in York including community, voluntary controlled, voluntary aided and academy schools.

141. 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.

142. The City of York admissions policies have had no significant changes from those determined in 2024 for 2025-2026 admission.

VA and Academy Proposals

143. There are no significant proposed changes to the draft admission policies to date. The policies are provided by voluntary aided and academy schools, who are their own admission authorities, from those determined last year.

Catchment Areas

144. Catchment areas are designed to be reasonable and clearly defined. The following factors are taken into account when considering changes in catchment area:

a) The number of children (pupil yield) expected from new housing developments.
b) The geographical location of 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 new housing developments and therefore the associated potential funding available for any necessary expansion work.

145. There are no catchment changes proposed within this consultation.

Admission Consultation Responses

146. All maintained schools and academies in York were asked for their comments on admission arrangements and proposed PANs. The consultation survey had 13 respondents who left their contact details with the survey being accessed 31 times.

147. The open admission consultation which was available to the general public, stakeholders and other interested parties the consultation survey had 6 respondents who left their contact details with the survey being accessed 12 times.

148. Any responses/comments relating directly to a proposed change by a Multi Academy Trust have been forwarded to the Trust to consider within their admission arrangements determination.

149. Any additional responses/comments relating directly to the consultation and City of York proposals or the consultation process have been categorised below as either PAN consultation response, admission policy consultation response or catchment area consultation response.

PAN Consultation Responses

150. The only PAN response received was – “I was surprised to see a number of primary schools have reduced their intake numbers. This is not widely available or known and I only noticed as my daughters school is on the list to reduce PAN.” The Admission Consultation is circulated to all schools and Multi Academy Trusts, schools and Trusts are then asked to publicise the consultation on their websites and in communication to parents/carers such as in newsletters. There is added importance to publish the consultation where there are to be changes to a school’s admissions arrangements. The consultation is also publicised through the City of York Council Consultation page and through City of York Council social media. Officers will speak to the Communication

Team for suggestions on how to further publicise the Admission Consultation in the future.

Admission Policy Consultation Responses

151. An Admission Policy consultation response received was – “Some of the documents are quite wordy and are difficult for my husband to follow as he has a visual impairment. More spaces between paragraphs would be more accessible for him. Also having something visual like a flow chart might help him to better comprehend the process timescales. As for having some text in red that shows an update or change passed him by completely. Perhaps putting key information in a box would be a better solution.” The admission policies, where City of York Council is the author, are made accessible in line with accessibility guidelines. Admission policies for other organisations are the responsibility of the owner organisation and are only hosted by City of York Council and therefore cannot be amended. However this response will be passed to all other Admission Authorities for their consideration. If there are any queries relating to admission arrangements, the City of York Council Admissions Team are available to answer any questions.

152. A second response regarding Admission Policies received – “I found no problem finding out all the above information on the CYC website, however if I was not online or have ready access I wonder how easy it would be to obtain all the info in one place.” Copies of all consultation documents can be requested either via email or phone which can then be printed and posted to any address. The documents are hosted online so that respondents can easily check any document for a school of their interest rather than providing or hosting one document containing all draft documents which if printed would be a considerable cost. Officers will continue to review the Admission Consultation processes and practices.

Catchment Area Changes Responses

153. There are no catchment area changes.

154. The catchment area response received - “I find the "catchment areas" for the schools puzzling. As I see we live in the catchment for Joseph Rowntree even though both Huntington and Vale of York are closer to our address.” A catchment school is not necessarily the closest school to address, catchment areas are

drawn to take into account a number of factors and are regularly reviewed to ensure school place sufficiency. A catchment school can be identified both on the interactive catchment map and catchment maps online. Parents/carers can also contact the Admissions Team either by email or phone for confirmation on catchment schools.

Organisational Impact and Implications

155. The report demonstrates that all relevant implications of the proposals have been considered with the service area responses shown below.

- **Financial**, Changes to admission limits at schools have 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 (HR)**, No CYC HR implications
- **Legal**, contact, Admission arrangements for all schools, whether the relevant admission authority is the Local Authority, Governing Body, or Academy Trust, must comply with the requirements of the School Admissions Code 2021 (issued under the School Standards and Framework Act 1998) (the "Code").

- Where an admission authority proposes a reduction to the Published Admission Number, consultation is required under the Code. The consultation carried out between 7th October and 18th November 2024 complies with all relevant requirements of the Code.

- Under the Code, parents have the right to appeal against any decision to refuse their child a place at a school for which they have applied, a process which is further governed by the School

Admission Appeals Code 2022. Where a reduction in PAN for any of the schools mentioned in this report leads to a higher number of refusals, there is a chance that more parents will choose to appeal against those refusals. Where pupils are being “pushed back” to schools in other areas, those schools may also see higher numbers of appeals as there will be more pupils competing for available places. Although an appeals panel must take PAN into account when hearing an appeal, this will not be the sole deciding factor and therefore places may be granted at appeal even where this would put the school above PAN.

- **Procurement**, There are no procurement implications. **Health and Wellbeing**, Access to education is a key health determinant. Attending school is associated with improved physical, mental, and social health and wellbeing in childhood and many of these health benefits are carried throughout a person’s life. This report has considered the birth rate fluctuations across the city to continue to ensure that the local authority is fulfilling its statutory duties in providing school places for all children living in York.
- **Environment and Climate action**, A school admissions process which encourages children to attend their local school has beneficial implications in terms of environment with lower emissions and they are more likely to use sustainable modes of travel.
- **Affordability**, This report ensures fair access to educational opportunity; to help fulfil every child's educational potential and opportunities going forward.
- **Equalities and Human Rights**, An Equalities Impact Assessment is attached at Annex A. Those with relevant protected characteristics, such as SEND and Veterans/Armed Forces families have been considered in the arrangements.
- **Data Protection and Privacy,** - The data protection impact assessment (DPIAs) screening questions were completed for the options in this report and as there is no personal, special categories or criminal offence data being processed there is no requirement to complete a DPIA for this. However, the relevant data protection requirements were considered and in place for the for the consultation itself.
- **Communications**, Communications welcomes the information contained in the report. We recommend that a robust communications plan is put in place to clearly

communicate the outcomes of the report, and that sufficient resource is allocated to deal with any reactive statements.

- **Economy**, There are no direct economic impacts arising from the proposals in your report.

Risks and Mitigations

156. There are no risks associated with service area implications set out above.

157. The risk of PAN changes is that if not properly forecasted and constantly reviewed that there may not be sufficient school places in the city however data is reviewed to identify and respond to pupil pressures and schools reducing their PAN are advised not to make any changes to school that would reduce the capacity of the school to allow for PAN changes in the future for example in response to new developments in the area. Pupil planning is reviewed and shared with stakeholders and Department for Education.

Wards Impacted

158. All Wards

Contact details

For further information please contact the authors of this Decision Report.

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Date:	25 November 2024

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Report approved:	Yes
Date:	25 November 2024

Background papers

None.

Annexes

Annex A	Equalities Impact Assessment (EIA)
Annex B	Data Protection Impact Assessment (DPIA)
Annex C	Coordinated Admissions Scheme - Primary and Infant Schools for Reception DRAFT
Annex D	Coordinated Admission Scheme – Junior schools for Year 3 DRAFT
Annex E	Coordinated Admissions Scheme – Secondary Schools for Year 7 DRAFT
Annex F	CVC Admissions Policy – Primary and Infant schools for reception DRAFT
Annex G	CVC Admissions Policy – Secondary Schools for Year 7 DRAFT

Annex H	All Saints Roman Catholic School – Admissions Policy DRAFT
Annex I	Archbishop Holgate's Church of England School – Admissions Policy DRAFT
Annex J	Ebor Academy Trust – Admissions Policy DRAFT
Annex K	Ebor Academy Trust – In Year Policy DRAFT
Annex L	Excel Learning Trust - Admissions Policy DRAFT
Annex M	Heworth Church of England Primary School – Admissions Policy DRAFT
Annex N	Hope Sentamu Learning Trust – Admissions Policy DRAFT
Annex O	Manor Church of England Academy – Admissions Policy DRAFT
Annex P	Naburn Church of England Primary School – Admissions Policy
Annex Q	Our Lady Queen of Martyrs Roman Catholic Primary School – Admissions Policy DRAFT
Annex R	Pathfinder MAT – Admissions Policy DRAFT
Annex S	South York MAT – Admissions Policy DRAFT
Annex T	St. Aelred's Catholic Primary School – Admissions Policy DRAFT
Annex U	St. George's Roman Catholic Primary School – Admissions Policy DRAFT
Annex V	St. Wilfrid's Roman Catholic Primary School – Admissions Policy DRAFT
Annex W	Archbishop Holgate's Church of England School – Supplementary Information Form DRAFT
Annex X	Heworth Church of England Primary School – Supplementary Information Form DRAFT
Annex Y	Manor Church of England Academy – Supplementary Information Form DRAFT
Annex Z	All Saint's Roman Catholic School - Year 12 Admissions Policy DRAFT
Annex Aa	Archbishop Holgate's Church of England School - Year 12 Admissions Policy DRAFT
Annex Ab	Fulford School - Year 12 Admissions Policy DRAFT
Annex Ac	Huntington School - Year 12 Admissions Policy DRAFT
Annex Ad	Joseph Rowntree School - Year 12 Admissions Policy DRAFT
Annex Ae	Huntington School - Year 12 Application Form DRAFT
Annex Af	Joseph Rowntree School - Year 12 Application Form – Internal Students DRAFT
Annex Ag	Joseph Rowntree School - Year 12 Application Form – External Students DRAFT

Annex Ah	Published Admission Number Matrix
Annex Ai	In Year Coordinated Admissions Scheme - DRAFT
Annex Aj	In Year Admissions Policy for Community and Voluntary Controlled Schools – DRAFT
Annex Ak	Primary School Application Form 2026 DRAFT
Annex Al	Junior School Application Form 2026 DRAFT
Annex Am	Secondary School Application Form 2026 DRAFT

ANNEX A

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 2026 - 2027
Lead officer:	Rachelle White
Date assessment completed:	14/08/2024

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**
Claire Roberts	**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.
	To comply with School Admissions Code 2021 by consulting on the School Admission Arrangements for Admissions in 2026-2027

1.2	**Are there any external considerations?** (Legislation/government directive/codes of practice etc.)
	School Admissions Code 2021

1.3	**Who are the stakeholders and what are their interests?**
	City of York Council – fulfilling their statutory duty to provide school places for children and young people living in York *Multi Academy Trusts – also complying with School Admissions Code 2021* *Other Local Authorities – ensuring school place sufficiency in particular in schools close to LA borders* *Families (parents & guardians, children & young people) – children and young people being allocated and attending school within the city.*

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/or the wider community. Demonstrate how the proposal links to the Council Plan (2019- 2023) and other corporate strategies and plans.
	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. *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.*

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**

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	**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**	**0**	**L**
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**	**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.

High impact (The proposal or process is very equality relevant)	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.
Medium impact (The proposal or process is somewhat equality relevant)	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
Low impact (The proposal or process might be equality relevant)	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

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, consistently applied 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:**
- **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**
- **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.

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	**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?
	We will consider and complete an EIA for each admission consultation going forward to take into account the impact of any changes

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DP/PIA Screening Questions

The below screening questions should be used inform whether a DP/PIA is necessary. This is not an exhaustive list therefore in the event of uncertainty, completion of a DP/PIA is recommended.

Title	**Admission Consultation**
Brief description	To determine admission arrangements for 2026-2027 admissions

Screening completed by

Name	Rachelle White
Job Title	School Admissions Manager
Department	Education
Email	Rachelle.white@york.gov.uk
Review date	

Answering “Yes” to any of the questions below, is an indication that a DP/PIA is required:

Screening Questions		**Yes or No**
1	Use systematic and extensive profiling or automated decision-making to make significant decisions about people.	No
2	Process special category data or criminal offence data on a large scale.	No
3	Systematically monitor a publicly accessible place on a large scale.	No
4	Use new technologies, innovative technological or organisational solutions.	No
5	Use profiling, automated decision-making or special category data to help make decisions on someone’s access to a service, opportunity or benefit.	No
6	Carry out profiling on a large scale including evaluation or scoring	No
7	Process biometric or genetic data.	No
8	Combine, compare or match data from multiple sources.	No
9	Process personal data without providing a privacy notice directly to the individual and/or other processing involving	No

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	preventing data subjects from exercising a right or using a service or contract.	
10	Process personal data in a way which involves tracking individuals' online or offline location or behaviour or other systematic monitoring	No
11	Process children's personal data for profiling or automated decision-making or for marketing purposes, or offer online services directly to them.	No
12	Process personal data which could result in a risk of physical harm in the event of a security breach.	NO

Please retain a copy of this questionnaire within your project/system documentation.

ANNEX C

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

Reception entry 2026 - 2027

Last Updated: July 2024

Last Approved:

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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 2026.
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.

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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 2026'.
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 online at www.york.gov.uk, and upon request from the Education Support 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 Education Support Services team. Applicants from

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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 application(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 2026. 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.

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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 2026, 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.

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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.

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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.

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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 2026 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.

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G: Waiting Lists

1. A waiting list will be compiled for all oversubscribed schools and kept until at least 31 December 2026.
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.

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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.

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I: Timetable

By 12 September 2025: Guide for Parents published online at www.york.gov.uk/guideforparents.

By 12 September 2025: Opening date for applications. 'School admissions application for Primary School in September 2026' form made available and online applications start to be accepted at www.york.gov.uk/schooladmissions.

By 15 November 2025: 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 2026, informing parent/carers that applications should be made online by 15 January 2026. 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 2026' form.

15 January 2026: Closing date for 'on-time' applications (both online and by paper 'School admissions application for Primary School in September 2026' form).

From 16 January 2026: Applications received may be treated as 'late'.

By 22 January 2026: Communicate the total number of first preferences expressed to each City of York primary and infant school.

By 25 January 2026: 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 2026: 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 2026: 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 2026: Receive completed ranked lists of all preferences from Voluntary Aided and Academy schools within the City of York area.

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By 18 February 2026: 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 2026: 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 2026: 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 2026: 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 2026: 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 2026: 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 2026 or next working day: Allocations communicated to City of York resident applicants by email and/or by letter.

27 April 2026 to 31 August 2026: Communicate adjustments to allocations to schools and other admission authorities.

15 May 2026: Deadline for return of appeal papers for ‘on-time’ applicants.

18 June 2026 to 17 July 2026: Admissions appeals for ‘on-time’ applicants.

September 2026: Start of the school year.

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31 December 2026: Earliest date waiting lists may close – the exact date for each admission authority may vary according to their admissions arrangements.

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J: Contact details for correspondence

City of York Council Education Support Services
West Offices,
Station Rise,
York YO1 6GA
Telephone: 01904 551554
Email: education@york.gov.uk

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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 Primary (Voluntary Controlled, 5-11)
- Naburn CE Primary (Academy, 5-11)
- New Earswick Primary (Voluntary Controlled, 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 (Academy, 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)

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- 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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ANNEX D

Junior Schools in the City of York Local Authority area Coordinated Admissions Scheme

Year 3 entry 2026 - 2027

Last Updated: August 2024

Last Approved:

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A: introduction

1. This coordinated scheme provides a framework for a fair and open way of determining applications to start junior school in September 2026.

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.

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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 2026'.
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 online at www.york.gov.uk and upon request from the Education Support 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 Education Support Services team. Applicants from

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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 application(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 2026. 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.

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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.
3. After 1 March 2026, 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.
4. 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.
5. 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.
6. 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.

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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.

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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.

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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 2026 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.

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G: Waiting Lists

1. A waiting list will be compiled for all oversubscribed schools and kept until at least 31 December 2026.
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.

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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.

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I: Timetable

By 12 September 2025: Guide for Parents published online at www.york.gov.uk/guideforparents.

By 12 September 2025: Opening date for applications. 'School admissions application for Junior School in September 2026' form made available and online applications start to be accepted at www.york.gov.uk/schooladmissions.

15 January 2026: Closing date for 'on-time' applications (both online and by paper 'School admissions application for Junior School in September 2026' form):

From 16 January 2026: Applications received may be treated as 'late'.

By 22 January 2026: Communicate the total number of first preferences expressed to each City of York primary and infant school.

By 25 January 2026: 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 2026: 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 2026: 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 18 February 2026: Receive completed ranked lists of all preferences from Voluntary Aided and Academy schools within the City of York area.

By 18 February 2026: 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.

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By 11 March 2026: 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 2026: 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 2026: 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 2026: 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 2026: 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 2026 or next working day: Allocations communicated to City of York resident applicants by email and/or by letter.

27 April 2026 to 31 August 2026: Communicate adjustments to allocations to schools and other admission authorities.

15 May 2026: Deadline for return of appeal papers for ‘on-time’ applicants.

8 June 2026 to 17 July 2026: Admissions appeals for ‘on-time’ applicants.

September 2026: Start of the school year.

31 December 2026: Earliest date waiting lists may close – the exact date for each admission authority may vary according to their admissions arrangements.

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J: Contact details for correspondence

City of York Council Education Support Services
West Offices
Station Rise
York
YO1 6GA
Telephone: 01904 551554
Email: education@york.gov.uk

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K: City of York Junior Schools

- Carr Junior School (Academy 7-11)
- Archbishop Of York Junior School (Academy 7-11)

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ANNEX E

Secondary Schools in the City of York Local Authority area Coordinated Admissions Scheme Year 7 entry 2026 - 2027

Last Updated: August 2024

Last Approved:

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CITY OF YORK COUNCIL

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A: Introduction

1. This coordinated scheme provides a framework for a fair and open way of determining applications to start secondary school in September 2026.

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.

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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 2026'.
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/GuideForParents, and upon request from the Education Support 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 Education Support 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 2025. Completed forms must be returned to the LA including those

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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.

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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.
3. After 15 January 2026, 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.
4. 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.
5. 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.
6. 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.

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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.

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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.

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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 2026 or next working day if it falls on a weekend or bank holiday.

6. If a place cannot be allocated at a school named as a preference, a place will be allocated at an alternative school where places are still available. This will be after all those preferencing a school have first been allocated a place. This may be a school some distance from the home address of the applicant.

7. No places will be held in reserve for any school.

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

   a. educate their child at home; or

   b. educate their child at an independent school.

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G: Waiting Lists

1. A waiting list will be compiled for all oversubscribed schools and kept until at least 31 December 2026.
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.

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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.

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I: Timetable

By 12 September 2025: Guide for Parents published online at www.york.gov.uk/GuideForParents.

By 12 September 2025: Opening date for applications. 'School admissions application for Secondary School in September 2026' form made available and online applications start to be accepted at www.york.gov.uk/SchoolAdmissions.

By 14 September 2025: 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 2025. 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 2026' form.

September 2025 to October 2025: Secondary school open evenings.

31 October 2025: Closing date for 'on-time' applications (both online and by paper 'School admissions application for Secondary School in September 2026' form).

From 1 November 2025: Applications received may be treated as 'late'.

By 15 November 2025: Communicate the total number of first preferences expressed to each City of York secondary school.

By 15 November 2025: 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 2025: 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 4 December 2025: 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 2026: Receive completed ranked lists of all preferences from Voluntary Aided and Academy schools within the City of York area.

By 11 January 2026: 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

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Authority good time to deliver its co-ordination responsibilities effectively. The number of places cannot be decreased below the PAN.

By 18 January 2026: 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 2026: 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 2026: 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 2026: 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 2026: Provide all City of York secondary schools with a provisional list of the pupils to be allocated a place at their schools.

1 March 2026 or next working day: Allocations communicated to City of York resident applicants by email and/or by letter.

12 March 2026 to 31 August 2026: Communicate adjustments to allocations to schools and other admission authorities.

13 April 2026: Deadline for return of appeal papers for ‘on-time’ applicants.

27 April 2026 to 16 June 2026: Admission appeals for ‘on-time’ applicants.

September 2026: Start of the school year.

31 December 2026: Earliest date waiting lists may close – the exact date for each admission authority may vary according to their admission arrangements.

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J: Contact details for correspondence

City of York Council Education Support Services

West Offices

Station Rise

York

YO1 6GA

Telephone: 01904 551554

Email: education@york.gov.uk

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K: City of York Secondary Schools

- All Saints' RC School (Academy, 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:
https://www.york.gov.uk/SchoolsContactDetails.

School details correct at the time of update.

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ANNEX F

Community and Voluntary Controlled Primary and Infant Schools Admissions Policy – Reception entry - 2026 to 2027

Last updated: August 2024

Last Approved:

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CITY OF YORK COUNCIL

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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 Published Admission Number (PAN) is the number of pupils it is intended to admit into reception. This number differs for each school and for 2026 - 2027 these PANs are:

- Carr Infant 60 places
- Clifton Green Primary 45 places tbc
- Copmanthorpe Primary 30 places tbc
- Dringhouses Primary 45 places
- Elvington CE Primary 20 places
- Fishergate Primary 45 places
- Headlands Primary 45 places
- Lord Deramore's Primary 30 places
- Ralph Butterfield Primary 45 places tbc
- St Barnabas' CE Primary 15 places tbc
- St Mary's CE Primary 15 places
- St Oswald's CE Primary 45 places
- St Paul's CE Primary 28 places
- Stockton on the Forest Primary 15 places
- Westfield Primary Community 60 places tbc
- Wigginton Primary 40 places
- Yearsley Grove Primary 60 places

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4. 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.
5. 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.
6. 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.
7. 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.
8. 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.
9. 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.
10. 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.

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A: Admissions into Reception

1. Children will normally be admitted into the year group relevant to the child's age and will start full-time in the school year they turn 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 2021 to 31 December 2021	31 December 2026	The start of the 'spring' term in January 2027
1 January 2022 to 31 March 2022	31 March 2027	The start of the 'summer' term in April 2027
1 April 2022 to 31 August 2022	31 August 2027	The start of the 'autumn' term in September 2027.

If you would like to delay your child's entry, so they do not start full-time in September 2026, 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 2026, 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 Education Support Services team on email: education@york.gov.uk, 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 2026 but instead start Reception in September 2027, 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 Education Support Services **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 2025. 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 2026. 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 admissions application for Primary School in September 2026'.

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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: www.york.gov.uk/GuideForParents.
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 online at www.york.gov.uk and upon request from the Education Support Services team.

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B: Oversubscription criteria

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

1. **Children who are either currently or have previously been 'looked after'.** This applies to all children who are currently or have previously been, in the care of a local authority; all children who have been adopted from local authority care, subject to an adoption, residence or special guardianship order; and all children who appear to have been in state care outside of England and ceased to be in state care as a result of adoption, residence or special guardianship order.
   It is the responsibility of parent/carers, or the child's social worker to provide the information to the admission authority that this criterion applies.
2. **Children who live within the catchment area normally served by the preferred school, with a sibling at the preferred school at the time of admission.** Catchment areas are designated by the LA and are made available to parent/carers online at www.york.gov.uk, and upon request from the Education Support Services team. Siblings are defined as brothers or sisters living in the same house, as their primary place of residence (including half-, step- and foster-brothers or sisters).
   The LA uses the address provided in the application, and using GIS software, determines which catchment area an address, and therefore a child, resides in. This address must be the address at which the child is ordinarily resident. Further detailed advice on addresses is contained within the Guide for Parents: www.york.gov.uk/guideforparents.
   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 online at

www.york.gov.uk, and upon request from the Education Support Services team.
The LA uses the address provided in the application, and using GIS software, determines which catchment area an address, and therefore a child, resides in. This address must be the address at which the child is ordinarily resident. Further detailed advice on addresses is contained within Guide for Parents: www.york.gov.uk/guideforparents.

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. A medical condition alone does not guarantee ESM criteria.
   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.

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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).

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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 2026. 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.

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D: False Information

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

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E: Late Applications

1. Applications received after the closing date of 15 January 2026 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:
    - this is accompanied by a satisfactory reason provided at the time of application; and
    - 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.

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F: Waiting List

1. If a school is oversubscribed, a waiting list will be held from when offers have been made until 31 December 2026. After 31 December 2026, 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 once applications for the following school year open in June and ideally before 5 July in the relevant year.
2. A child's position on the list will be determined by the oversubscription criteria set out in Section B of this policy and will reflect their current circumstances where these circumstances have been provided to the admission authority. The list will also contain all other on-time and late preferences that have been refused or are requested. Should a place become available while the waiting list is in operation, a place will be made available to the applicant on the top of the waiting list on the day the place became available.
3. Applications may only be made once for each school year unless there has been a significant and material change in the circumstances of the parent/carer, child or school, which the admission authority agrees requires a new application.
4. Being on a waiting list does not affect a parent's/carer's right of appeal against an unsuccessful preference.

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G: Timetable

By 12 September 2025: Opening date for applications. 'School admissions application for Primary School in September 2026' form made available and online applications start to be accepted at www.york.gov.uk/admissions.

15 January 2026: Closing date for 'on-time' applications (both online and by paper 'School admissions application for Primary School in September 2026' form).

From 16 January 2026: Applications received may be treated as 'late'.

16 April 2026 or next working day: National Offer Day.

15 May 2026: Deadline for return of appeal papers for 'on-time' applicants.

8 June 2026 to 17 July 2026: Admission appeals for 'on-time' applicants.

September 2026: Start of the school year.

31 December 2026: Waiting list for all community and voluntary controlled primary and infant schools closes.

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H: Contact details for correspondence

City of York Council Education Support Services

West Offices

Station Rise

York

YO1 6GA

Telephone: 01904 551554

Email: education@york.gov.uk

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I: City of York Community and Voluntary Controlled Primary and Infant Schools and their reception PAN

- Carr Infant 60 places (Community, 3-7)
- Clifton Green Primary 45 places tbc (Community, 3-11)
- Copmanthorpe Primary 30 places tbc (Community, 3-11)
- Dringhouses Primary 45 places (Community, 4-11)
- Elvington CE Primary 20 places (Voluntary Controlled, 4-11)
- Fishergate Primary 45 places (Community, 3-11)
- Headlands Primary 45 places (Community, 4-11)
- Lord Deramore's Primary 30 places (Voluntary Controlled, 4-11)
- Ralph Butterfield Primary 45 places tbc (Community, 4-11)
- St Barnabas' CE Primary 15 places tbc (Voluntary Controlled, 5-11)
- St Mary's CE Primary 15 places (Voluntary Controlled, 4-11)
- St Oswald's CE Primary 45 places (Voluntary Controlled, 4-11)
- St Paul's CE Primary 28 places (Voluntary Controlled, 4-11)
- Stockton on the Forest Primary 15 places (Community, 4-11)
- Westfield Primary Community 60 places tbc (Community, 3-11)
- Wigginton Primary 40 places (Community, 4-11)
- Yearsley Grove Primary 60 places (Community, 3-11)

View school contact details: www.york.gov.uk/SchoolsContactDetails.

School details correct at the time of update.

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ANNEX G

Community and Voluntary Controlled Secondary Schools Admissions Policy – Year 7 entry 2026- 2027

Last Updated: August 2024

Last Approved: January 2023

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CITY OF YORK COUNCIL

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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.

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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.

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A Admissions into Year

1. Pupils will normally be admitted into the year group relevant to the pupil's age.
2. If you would like to investigate accelerating your child's entry, so they do not start in the year group relevant to the child's age, but instead start at an earlier time, you should contact the LA at an early stage to discuss your intentions and what the best approach might be.
   If you would like to accelerate your child's entry, you should then put a formal request in writing, together with any supporting information, and details of whether your child has previously been educated out of their chronological age group, by no later than 29 November 2025. 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 2025. 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 2026'.
4. When making an application, parent/carers are advised to supply any additional information that may be required to the admission authority in writing, preferably by emailing education@york.gov.uk with the pupil's details. For example, additional information will need to be provided when applying on the basis of being 'previously looked after' or having

exceptional social or medical needs which relate to the preferred school. Further guidance on additional information can be found in the 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 online at www.york.gov.uk and upon request from the Education Support Services team.

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B Oversubscription criteria

Some schools will be oversubscribed – that is where the number of applicants exceeds the Published Admission Number. Where this is the case, priority is given to certain categories of 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 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 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. A medical condition alone does not guarantee ESM criteria.

   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

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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).

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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 2026. 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.

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D False Information

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

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E Late Applications

1 Applications received after the closing date of 31 October 2025 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 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.

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F Waiting List

1 If a school is oversubscribed, a waiting list will be held from when offers have been made until 31 December 2026. After 31 December 2026, 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 from mid June when application are open and preferably 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.

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G Timetable

By 12 September 2025

Opening date for applications. 'School admission application for Secondary School in September 2026' form made available and online applications start to be accepted at www.york.gov.uk/admissions

September 2025 – October 2025

Secondary school open evenings

31 October 2025

Closing date for 'on-time' applications (both online and by paper 'School admission application for Secondary School in September 2026' form).

From 01 November 2025

Applications received may be treated as 'late'.

01 March 2026 or next working day

National Offer Day

13 April 2026

Deadline for return of appeal papers for 'on-time' applicants

27 April 2026 – 16 June 2026

Admission appeals for 'on-time' applicants

September 2026

Start of the school year

31 December 2026

Waiting list for all community and voluntary controlled secondary schools closes

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H Contact details for correspondence

City of York Council Education Support Services
West Offices,
Station Rise,
York
YO1 6GA

01904551554
education@york.gov.uk

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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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ANNEX H

ALL SAINTS RC SCHOOL

Diocese of Middlesbrough
All Saints RC School
Admissions Policy - 2026/27

'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 (see definition note 3). Whenever there are more applications than places available, priority will always be given to Catholic children in accordance with the oversubscription criteria listed below. All Saints RC School is part of the Nicholas Postgate Catholic Academy Trust. The Executive Board of NPCAT fulfils the function of the Admissions Authority for all 38 of its schools. This function includes 'Place Planning' and the determination of 'Admissions Policy'. The operational administration of the Admissions Policy is delegated to employees at the school. 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 local authority undertakes the co-ordination of admission arrangements during the normal admission round excluding admission to year 12 and any additional admissions up to the capacity in Year 10. The Admissions Authority has set its admission number at 178 pupils for year 7 entry, 193 pupils for year 10 when pupils move to the upper school site, and 250 for applicants to year 12 in the school year which begins in September 2026.

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

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. Applications for Year 7 Main Round Entry to start school September 2026

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 2026' form. For City of York Council residents the following link may be used http://www.york.gov.uk/parentportal.

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.

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 a parent wishes to request admission of their child outside of their normal year group, they must contact the school to discuss the request six weeks before the closing date of the admission period for their child's normal year group. The request will then be considered by the Admissions Authority. If the Admissions Authority agrees to the request, the parent will be notified and should submit an application in the application window for the deferred year.
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.

Late Applications

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

Oversubscription Criteria
Where are more applications for admission into Year 7 than the number of places available, places will be offered according to the following order of priority:

1. Catholic looked after and previously looked after children. (see definition note 2 below)
2. Catholic children from our named feeder schools (see definition note 1 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 2 below)
6. Catechumens. (see definition note 4)
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 denominations (see definition note 7)
10. Children with one or more parents that are in the armed services
11. 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 priority of an application within each category so that the application will be placed at the top of the category in which the application is made (see definition note 5)

Tie-break Criteria
Where the offer of places to applicants in any of the categories would lead to oversubscription within that category, after consideration of sibling links, applicants will be prioritised in the following order:

Applicants with their home address closest to school. Distance will be measured by the shortest 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.

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.

Appeals
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.

Definition Note 1

The named feeder schools for Year 7 entry are:

All Saints Catholic Primary School (Thirsk - North Yorkshire)
Barkston Ash Catholic Primary School (Barkston Ash)
Christ the King Catholic Primary School (Stockton-on-Tees)
Corpus Christi Catholic Primary School (Middlesbrough)
Our Lady Q of M Catholic Primary School (York)
Sacred Heart Catholic Primary School (Middlesbrough)
Sacred Heart Catholic Primary School (Northallerton - North Yorkshire)
St Aelred's Catholic Primary School (York)
St Alphonsus' Catholic Primary School (Middlesbrough)
St Augustine's Catholic Primary School (Middlesbrough)
St Bede's Catholic Primary School (Redcar and Cleveland)
St Benedict's Catholic Primary School (North Yorkshire)
St Benedict's Catholic Primary School (Redcar and Cleveland)
St Bernadette's Catholic Primary School (Middlesbrough)
St Clare's Catholic Primary School (Middlesbrough)
St Edward's Catholic Primary School (Middlesbrough)
St Gabriel's Catholic Primary School (Redcar and Cleveland)
St George's Catholic Primary School (York)
St Gerard's Catholic Primary School (Middlesbrough)
St Hedda's Catholic Primary School (North Yorkshire)
St John of Beverley RC School (Beverley)
St Joseph's Catholic Primary School (Middlesbrough)
St Joseph's Catholic Primary School (North Yorkshire)
St Joseph's Catholic Primary School (Redcar and Cleveland)
St Joseph's Catholic Primary School (Tadcaster)
St Margaret Clitherow Catholic Primary School (Redcar and Cleveland)
St Mary's Catholic Primary School Malton (North Yorkshire)
St Mary's RC Primary School (Market Weighton)
St Mary & St Joseph's RC Primary School (Pocklington)
St Mary's Catholic Primary School Richmond (North Yorkshire)
St Mary's Catholic Primary School (Redcar and Cleveland)
St Patrick's Catholic Primary School (Stockton-on-Tees)
St Paulinus Catholic Primary School (Redcar and Cleveland)
St Pius X Catholic Primary School (Middlesbrough)
St Therese of Lisieux Catholic Primary School (Stockton-on-Tees)
St Thomas More Catholic Primary School (Middlesbrough)
St Wilfrid's Catholic Primary School (York)

4. 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 admit up to 193 into Year 10 for Year 10 and Year 11. The pupil number for Year 10 consists of all pupils already on roll at All Saints at the end of Year 9 and additional pupils up to a total of 193 (15 places above the lower school PAN of 178). Pupils already on roll at the school at the end of Year 9 do not have to reapply for places in Year 10.

Applicants not already on roll at All Saints RC School, that wish 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 10 January 2026.
2. Forms will be accepted by All Saints RC School on 10 January 2026 and Parents/Carers advised that their application is being considered as part of the allocation process.
3. Parent/Carers will be advised of the outcome of their application by 31 January 2026.
4. All Saints RC School will then notify the Local Authority Admissions Teams of the allocation.

In the event that the number of applicants for the additional places in Year 10 exceeds the 15 places that are available, the following oversubscription criteria will be applied:

1. Catholic looked after and previously looked after children. (see definition note 2 below)
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 2 below)
5. Catechumens. (see definition note 4)
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 demonstrate an aptitude for Performing Arts. (The inclusion of this criterion is subject to approval by the DfE. If approval is not received by Feb 2025, it will be removed).
8. Children who are baptised or dedicated members of other Christian denominations (see definition note 7)
9. Children with one or more parents that are in the UK Armed Services at the time of application (see definition note 9)
10. All other applicants.

5. Applications for In-Year School Places – Years 7-11

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 coordinates 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.

6. Applications for Years 12 and 13 – The Sixth Form

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

7. 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.

8. Withdrawing an offer for admission

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.

9. Monitoring, Evaluation and Review

The Admissions Authority will review this policy every year and assess its effectiveness and implementation.

Availability

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

10. Additional Definitions

Note 2 - 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.

Note 3 - 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.

Note 4 - 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.

Note 5 - 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.

Note 6 - 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.

Note 7 - Children of other Christian denominations
Children of other Christian denominations means: children who belong to other churches and ecclesial communities which, acknowledging God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit.

An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and of CYTÛN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

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'.

Note 8 - 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.

Note 9 - Parent(s) in UK Armed Services

Parent -A person with recognised parental responsibility for the applicant
UK Armed Services - At the time of the application, a current serving member of the British Army, Royal Air Force or Royal Navy.

	Date approved by Trust Board:	Draft policy not approved	
	Version:	01	
	Publication Scheme:	Local Schools' Websites	
	Next Review Date:	To be approved February 2025	
	Policy Owner:	Standards Officer: School Admissions	

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ANNEX I

Archbishop Holgate's School

A Church of England Academy

Founded 1546

2026-2027 Admissions Policy

Applications under this policy will generally be for children to start at the school in Year 7 in September 2026 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 2023
Approved by Trust	2024
Next review due	2025

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 students 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 students.

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 2026, 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 2026) 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[1] of the local authority (Unitary or County Council) in the area in which you live (your "home" local authority) by 31 October 2025. 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 2026) 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.

[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] You 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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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 2025. **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 2025) 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 2025 – 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 order[3]; or

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

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

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

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

[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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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 Alliance*[6] *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 National Faith Community members of the Interfaith Network found at https://www.interfaith.org.uk/members/list.

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

C. Further categorisation – all Foundation Places

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

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

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

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

Priority will be given within each of the three priority categories above to those who live the furthest away from their next nearest Church of England secondary school using the nearest available safe walking route. Distances will be measured by a GIS mapping system from the child's home address to the main entrance of the nearest Church of England secondary school. (Where a safe walking route does not exist, we will measure along main roads including using maps from third-party mapping companies.) If the measurement of the distance from home to the nearest Church of England secondary school does not

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[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.

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 with 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 at Archbishop Holgate's School:

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

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

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

6. Children living in the school's Catchment Area

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

7. Any other Children

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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 2026.

(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 2025; 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 2027) 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 2027/8 admissions policy as part of the normal admissions round[9] and on the basis of the admission arrangements outlined in the school's 2027/28 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 2025 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

[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

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 2025. 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 2026-2027 academic year will be set out on the school's website by 31 August 2026. This will detail whether in-year applications are being co-ordinated by the school or by the local authority.

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

(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

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

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 2026, 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 2026/27 academic year will automatically be placed on the waiting list, which will be maintained until the end of the relevant academic year, at which point it will be deleted. In the event that you would like your child to be re-added to the waiting list for the following academic year, you must advise the school's Admission Clerk of this in writing.

In each case, a child's position on the list will be determined by the oversubscription criteria above only and will reflect their current circumstances (where these circumstances have been provided to the Trust). Each additional applicant, or change in circumstances of an applicant which is notified to the school, will require the waiting list to be reordered in accordance with the oversubscription criteria. Should a place become available while the waiting list is in operation, a place will be made available to the applicant entitled to be on the top of the waiting list on the day the place became 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 2026.

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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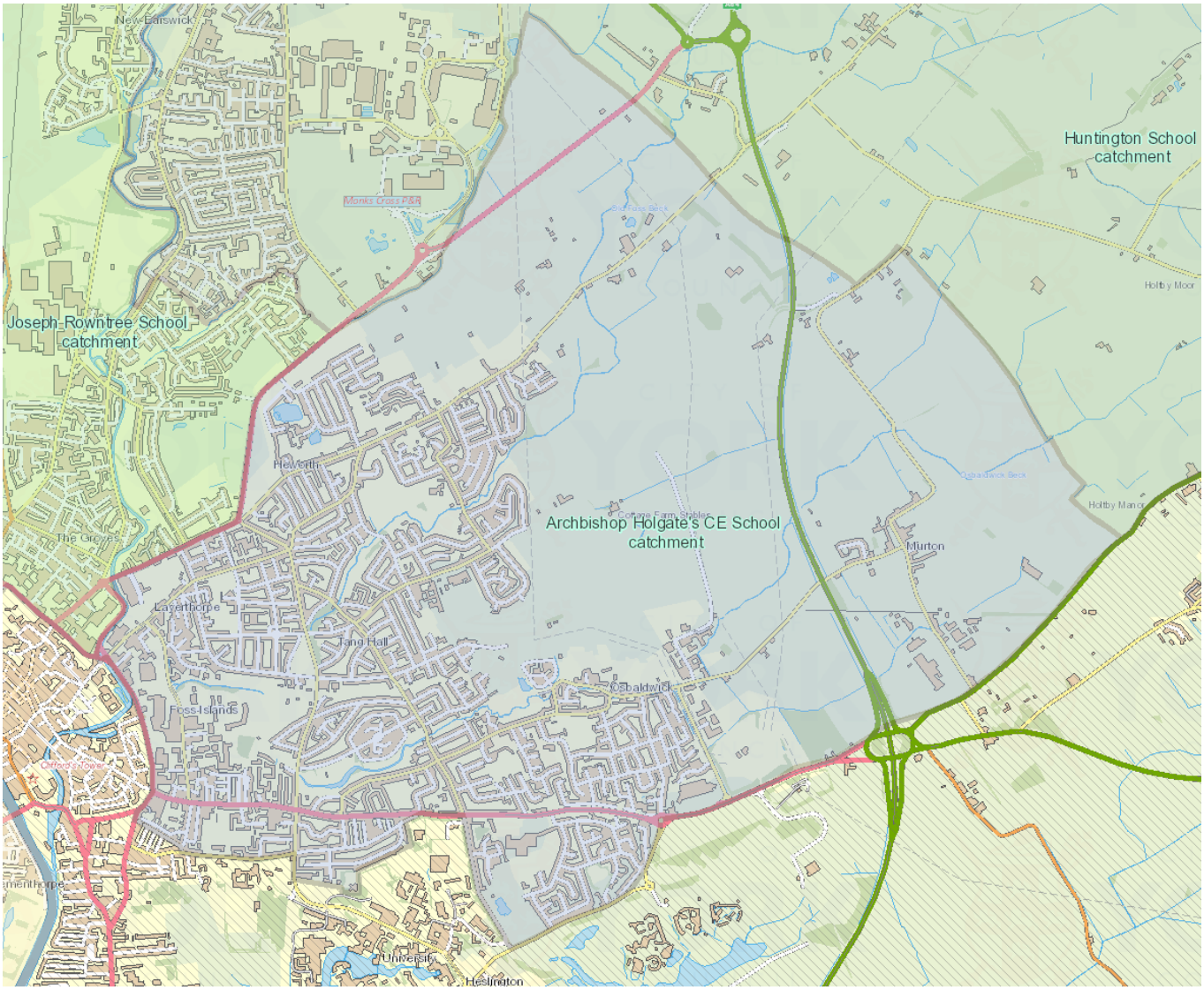
APPENDIX 1: Map of Catchment Area



ANNEX J

EBOR ACADEMY TRUST

Admissions Policy, City of York Schools

2026 – 2027

Admissions Policy approved by the determining authority Board (Ebor Academy Trust): 25th September 2024

For Consultation due to the Published Admissions Number (PAN) decrease from 45 to 30 at Hob Moor Primary School. Place planning demographic data confirms that the local need is for a PAN of 30

Review autumn 2025

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Introduction

1 This policy applies to applications for the following schools for whom the Ebor Academy Trust is the Admission Authority, and which do not have separate admission arrangements. The schools are located within the City of York Local Authority area, 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, 30 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. A separate application must be made to transfer to Reception.

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. If a school within the Ebor Academy Trust has been named, a place will be allocated for these children before considering other applications.

A Admissions into Reception

1 Children will normally be admitted into the year group relevant to the child's age and will start full-time in the school year they turn five. All children will be offered the opportunity of a full time place from September in the year of entry.

2 This policy includes an option of 'delayed entry'. This means that parent/carers may secure a place at a school under the normal admission arrangements but choose to postpone their child's admission to school, as long as their admission is not delayed beyond the point at which they reach compulsory school age. A child normally reaches compulsory school age at the start of the term following their fifth birthday. The table below sets out the position:

Date of birth	Date of compulsory school age	Latest date child may start school full-time
1 September 2021 - 31 December 2021	31 December 2026	The start of the 'Spring' term in January 2027
1 January 2022 - 31 March 2022	31 March 2027	The start of the 'Summer' term in April 2027
1 April 2022 - 31 August 2022	31 August 2027	The start of the 'Autumn' term in September 2027

If you would like to delay your child's entry, so they do not start full-time in September 2026, 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 2026, 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 2026, but instead start Reception in September 2027, 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 2025. 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 2026. 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 Trust, LA, schools, or a paper application form known as the 'School admissions application for Primary School in September 2026.

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. 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 made available online at www.york.gov.uk and upon request from the City of York School Admissions team.

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B Oversubscription criteria

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

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

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

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

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

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

3 **Children who live within the catchment area normally served by the preferred school.** Catchment areas are designated by the Local Authority and agreed with the Admissions Authority and are made available to

parent/carers online at www.york.gov.uk, and upon request from the City of York School Education Support Services team.

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

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.

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. A medical condition alone does not guarantee ESM criteria.

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.

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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 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 2026. 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.

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ANNEX J

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 2026 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.

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ANNEX J

F Waiting List

1 If a school is oversubscribed, a waiting list will be held from when offers have been made until 31 December 2026. After 31 December 2026, 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 once application for the following school year open in mid June and ideally before 5 July in the relevant year.

2 A child's position on the list will be determined by the oversubscription criteria set out in Section B of this policy and will reflect their current circumstances where these circumstances have been provided to the admission authority. The list will also contain all other on-time and late preferences that have been refused or are requested. Should a place become available while the waiting list is in operation, a place will be made available to the applicant on the top of the waiting list on the day the place became available.

3 Applications may only be made once for each school year unless there has been a significant and material change in the circumstances of the parent/carer, child or school, which the admission authority agrees requires a new application.

4 Being on a waiting list does not affect a parent's/carer's right of appeal against an unsuccessful preference.

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G Timetable

by 12 September 2025	Opening date for applications. 'School admissions application for Primary School in September 2026' form made available and online applications start to be accepted at www.york.gov.uk/admissions
15 January 2026	Closing date for 'on-time' applications (both online and by paper 'School admissions application for Primary School in September 2025' form)
from 16 January 2026	Applications received may be treated as 'late'
16 April 2026 or next working day	National Offer Day
20 May 2026	Deadline for return of appeal papers for 'on-time' applicants
10 June 2026 – 22 July 2026	Admission appeals for 'on-time' applicants
September 2026	Start of the school year
31 December 2026	Waiting list for all community and voluntary controlled primary and infant schools closes

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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

City of York Council Education Support Services
West Offices,
Station Rise,
York YO1 6GA
01904 551554
education@york.gov.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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ANNEX K

In Year Admissions Policy, City of York

2026 – 2027

Admissions Policy approved by the determining authority Board (Ebor Academy Trust): 28th September 2024

Review autumn 2025

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ANNEX K

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 only to 'in-year' applications for a place from Reception to Year 6. 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 Ebor Academy Trust Admissions Policy.

3 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 policy for allocating school places is designed to be as fair as possible while ensuring that resources are used sensibly. Ebor Academy Trust works closely with the LA 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 LA School

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ANNEX K

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. 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 Admissions authority, Ebor Academy Trust, will make a decision, with regard to the LA's latest Out of Cohort guidance regarding the best educational provision in consultation with parents, Headteacher 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 Ebor Academy Trust Admissions Policy.

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.

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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 LA 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 available to applicants in the Guide for Parents, online at www.york.gov.uk and upon request from the LA 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. Although a published admission number

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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 LA 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.

16 If parent/carers disagree on an application made in the normal round only one parent can submit a school place application and we cannot resolve disputes between parents only a family court can do this. When you apply, you are confirming you have the consent of all other persons to make the application. If we (or the local authority) receive two conflicting applications, both applications will be placed on hold (and school places may have to be offered to other applicants) until the local authority has received (either):

- written evidence that everyone holding parental responsibility agrees the application
- a Court Order specifying who should apply

ANNEX K

Your home local authority may be required to allocate a place at the closest school to the child's home with spaces remaining available if the child needs a school place offer.

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 agreed by the Admissions Authority. Maps 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.

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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 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);

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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.

If a school has moved to a temporary site, distance measurements will be based on the school's permanent site.

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).

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ANNEX K

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.

If an application is referred to the Fair Access Partnership on the basis of "challenging behaviour" and a place is not offered, the applicant will not be added to the waiting list for the school however parent/carers do have the right to appeal the decision to refuse the application.

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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.

The only exception is if your application has been referred to the Fair Access Meeting on the basis of "challenging behaviour" and a place is not offered. Applications refused at the Fair Access Meeting will not be added to the school waiting list however the parent/carers do have the right to appeal the admission authority decision to refuse the application.

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

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

View school contact details on the Ebor Academy Trust website

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

H 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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ANNEX L

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Excel Learning Trust

Admissions Policy

2026 – 2027

Introduction

1 This policy applies to applications for schools for whom Excel Learning 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:

- Primary admission round for Knavesmire Primary School, Scarcroft Primary School and Woodthorpe Primary School. This is for applications for a place in Reception in the normal year of entry to start primary school for the first time;
- Junior admission round for Carr Junior School. This is for applications for a place in Year 3 in the normal year of entry to start junior school for the first time.
- Secondary admission round for Millthorpe School and York High School. This is for applications for a place in Year 7 in 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 2026-2027 these PANs are as follows:

- Knavesmire Primary School - 60 places
- Millthorpe School - 210 places
- Scarcroft Primary School - 45 places
- Woodthorpe Primary School - 60 places
- Carr Junior School - 60 places
- York High School - 150 places

This policy is designed to be as fair as possible while ensuring that resources are used sensibly.

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 Excel Learning Trust.

5 This policy applies only to applications for 2026-27 admissions. It does not apply to in-year admissions. 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. Excel Learning Trust has adopted the City of York in-year admissions policy; more information about the process of in-year admissions can be found here

6 Under the primary, junior and secondary school admission arrangements the allocation of places is based on where the child/parent lives and the preferences of parents/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 a primary school, even if the school and nursery are located on the same premises or run by the school itself.

8 Attendance at a particular primary or junior school does not give a child any guaranteed priority for admission to a secondary school, even if both schools are within Excel Learning Trust, located on the same premises, or run by or share the same leadership or resources.

9 Advice and information for parents/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 here 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.

10 The admission of children with an Education, Health and Care plan are covered by different admission regulations. Following negotiation, once a school within Excel 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 in which 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 parents/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 2021 - 31 December 2021	31 December 2026	The start of the 'Spring' term in January 2027
1 January 2022 - 31 March 2022	31 March 2027	The start of the 'Summer' term in April 2027
1 April 2022 - 31 August 2022	31 August 2027	The start of the 'Autumn' term in September 2027

If you would like to delay your child's entry, so they do not start full-time in September 2026, 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 Parents/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 2026, 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 parents/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 Education Support Services Team (education@york.gov.uk) 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 2026, but instead start Reception in September 2027, 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. Excel 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 which is available here.

Places are not held open for children who defer entry, so parents/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. Parents/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 the 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 2025. 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 2026. 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 2026'

7 When making an application, parents/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 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 online at www.york.gov.uk and upon request from the Education Support 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, and details of whether your child has previously been educated out of their chronological age group, by no later than 29 November2025. 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 2026. 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 2026'.

4 When making an application, parents/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 online at www.york.gov.uk and upon request from the Education Support 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, and details of whether your child has previously been educated out of their chronological age group, by no later than 29 November 2025. 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 2025. 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 2026'.

4 When making an application, parents/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.

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.

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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 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, online at www.york.gov.uk and upon request from the Education Support 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 parents/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 parents/carers online at www.york.gov.uk, and upon request from the Education Support 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 parents/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 parents/carers, online at www.york.gov.uk, and upon request from the Education Support 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 (ESM) 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. A medical condition alone does not guarantee ESM criteria.

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

6**. Children of School Staff**
The Trust will give priority in the oversubscription criteria to children of staff at that particular school in either of the following circumstances:

- Where the member of staff (regardless of role) has been working at the school for two or more years at the time at which the application for admission to the school is made; and/or

- The member of staff is recruited to fill a vacant post at the school for which there is a demonstrable skills shortage.

  Staff who work within a central function and can prove that they work at an individual school for more than 50% of their time will be considered within this criterion. Confirmation of this is to be received in writing from HR.

  A letter from HR will be required to confirm that the member of staff meets the demonstrable skills shortage criteria.

  The member of staff must work at the same school in which the application for admission is being made.

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 7;
- and third, if the measurement of the distance from home to school above does not distinguish between two or more applicants with equal priority, random allocation will be used as the final tie-breaker, and independently verified.

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

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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 parents/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 parents/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 parents/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 (ESM) 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. A medical condition alone does not guarantee ESM criteria.

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

6**. Children of School Staff**
The Trust will give priority in our oversubscription criteria to children of staff in either of the following circumstances:

- Where the member of staff (regardless of role) has been working at the academy for two or more years at the time at which the application for admission to the school is made; and/or
- The member of staff is recruited to fill a vacant post at the academy for which there is a demonstrable skills shortage.

Staff who work within a central function and can prove that they work at an individual academy for more than 50% of their time will be considered within this criterion. Confirmation of this is to be received in writing from HR.

A letter from HR will be required to confirm that the member of staff meets the demonstrable skills shortage criteria.

7 **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.

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 multiple birth sibling(s), we will work within the Admissions Code in order to make a place available for these 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).

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 Excel 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 at www.york.go.uk/admissions by 28 February 2026. Applicants who wish to appeal should contact the Schools 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 parents/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 may be treated as 'late' applications – that is processed after all 'on-time' applications.

- For applications in the primary admissions round for Knavesmire Primary School, Scarcroft Primary School and Woodthorpe Primary School, applications will be treated as late after 15 January 2026;
- For applications in the junior admissions round for Carr Junior School, applications will be treated as late after 15 January 2026
- For applications in the secondary admissions round for Millthorpe School and York High School, applications will be treated as late after 31 October 2025.

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 which the Trust has adopted. 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 2026. After 31 December 2026, 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 once applications for the following school year open in June and ideally no later than 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 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 parents/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 2025	Opening date for applications. 'School admissions application for Primary, Junior and Secondary School in September 2025' form made available and online applications start to be accepted at www.york.gov.uk/admissions
September - October 2025	Secondary school open evenings
31 October 2025	Closing date for 'on-time' Secondary applications (both online and by paper 'School admissions

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	application for Secondary School in September 2026' form)
From 1 November 2025	Secondary applications received may be treated as 'late'
15 January 2026	Closing date for 'on-time' applications (both online and by paper 'School admissions application for Primary and Junior School in September 2026' form)
from 16 January 2026	Primary and Junior applications received may be treated as 'late'
1 March 2026 (or next working day)	Secondary National Offer Day
13 April 2025	Deadline for return of Secondary school appeal papers for 'on-time' applicants
16 April 2026 (or next working day)	Primary and Junior National Offer Day
27 April – 16 June 2026	Secondary school admissions appeal period for on time applicants
15 May 2026	Deadline for return of Primary and Junior appeal papers for 'on-time' applicants
8 June – 17 July 2026	Primary and Junior school admissions appeal period for on time applicants
September 2026	Start of the school year

K Contact details for correspondence

The Chair of the Trust Board
Excel Learning Trust
Woodthorpe Primary School
Summerfield Road, YO24 2RU
01904 806460
clerk@southbanktrust.co.uk

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www.southbanktrust.co.uk

L Schools in the Excel Learning Trust covered by this policy

Knavesmire Primary School (Primary, 5-11)
Millthorpe School (Secondary, 11-16)
Scarcroft Primary School (Primary, 5-11)
Woodthorpe Primary School (Primary, 5-11)
Carr Junior School (Junior, 7-11)
York High School (Secondary, 11-16)

View school contact details on the City of York website

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ANNEX M

Heworth Church of England Primary School

2026/2027 Admissions Policy

Applications under this policy will generally be for a child born between 1 September 2021 and 31 August 2022 to start at the school in Reception in September 2026 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 2023
Approved by Trust	February 2024
Next review due	Summer term 2025

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 2026, 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 2026) 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 2026. 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 (16 April 2026) and should ensure that you carefully follow the instructions contained with that communication relating to taking up the place and any other relevant matters. The method of notification will depend on your home local authority processes. You will also be informed of any rights you have to appeal and the right to be placed on school waiting lists.

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

(b) Supplementary Information Form

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

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

Where you are applying as part of the normal admissions round, the completed Supplementary Information Form must reach the Trust by 15 January 2026. **If the Supplementary Information Form has not been returned and fully completed by this date,**

[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.

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 2026) 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 2026 - 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 order[2]; or

[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).

(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.*

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*

[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.
[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

to the Evangelical Alliance[5] 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/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.[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 Alliance[9] 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.

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.

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[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.

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 2026, 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 2026 have the option to delay the date their child starts in Reception until later in the 2026/27 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 2027). 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 2021 - 31 December 2021	31 December 2026	Start of Spring Term - January 2027 - to join in Reception
1 January 2022 - 31 March 2022	31 March 2027	Start of Summer Term - April 2027 - to join in Reception
1 April 2022- 31 August 2022 ("summer born")	31 August 2027	Start of Summer Term - April 2027 - to join in Reception OR Start of Autumn Term - September 2027 - 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 2026, 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 2027 (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 Head Teacher 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 2026; and
- by the same deadline, the parent/carer should also submit a written request to defer admission to the Head Teacher 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 2027) 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 2027/28 admissions policy as part of the normal admissions round[12] and on the basis of the admission arrangements outlined in the school's 2027/28 policy, including the application of oversubscription criteria. The Trust will not give the application lower priority on the basis that the child is being admitted out of their normal age group.

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

We will endeavour to process requests to defer admission received after 15 January 2026 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

[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

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 2025. 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 2026/7 academic year will be set out on the school's website by 31 August 2026. This will detail whether in-year applications are being co-ordinated by the school or by the local authority.

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

(b) Determination of application

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

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 2026, 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 2026/27 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 2026.

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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ANNEX N

Hope SENTAMU LEARNING TRUST

ADMISSIONS POLICY, CITY OF YORK

2026-2027

THIS POLICY APPLIES TO THE HOPE SENTAMU LEARNING TRUST SCHOOLS/ACADEMIES* WITHIN THE CITY OF YORK

**PREVIOUSLY COMMUNITY OR VOLUNTARY CONTROLLED*

Draft

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 2026- 27 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 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 (EHCP)** 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.

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 parents/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 2021 - 31 December 2021	31 December 2026	The start of the 'Spring' term in January 2027
1 January 2022 – 31 March 2022	31 March 2027	The start of the 'Summer' term in April 2027
1 April 2022 – 31 August 2022	31 August 2027	The start of the 'Autumn' term in September 2027

If you would like to delay your child's entry, so they do not start full-time in September 2026, 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. Parents/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 2026, 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 parents/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 2026, but instead start Reception in September 2027, 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. Parents/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 2025. 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 2026. 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 2026'. 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, parents/carers are advised to supply any additional information that may be required to the admission authority by providing this information in writing directly 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.

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.

3. If you would like to accelerate your child's entry, you should then put a formal request in writing, together with any supporting information, and details of whether your child has previously been educated out of their chronological age group, by no later than 29 November 2025. The Trust will then consider your request, if necessary in conjunction with other schools and professionals.

4. 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.

5. Applications should be made by the closing date for applications which is 31 October 2025. 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, school, or a paper application form known as the 'School admissions application for Secondary School in September 2026'. 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.

6. When making an application, parents/carers are advised to supply any additional information that may be required to the admission authority by providing this information in writing directly 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.

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 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.

8. Applicants will be responsible for travel arrangements and the costs of travel to and from school.

9. 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.

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 parents/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. A medical condition alone does not guarantee ESM criteria.

It is the responsibility of parents/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 parents/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 needs.

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 parents/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.

Tie-Break

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).

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 2026. 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.

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.

Late Applications

1. Applications received after the relevant closing date for applications 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 2026;
    - For applications for **Vale of York Academy** – in the secondary admissions round, applications will be treated as late from 1 November 2025.

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 below.

Waiting List

1. If a school is oversubscribed, a waiting list will be held from when offers have been made until 31 December 2026. After 31 December 2026, 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 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 becomes 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.

Timetable

by 12 September 2025	Opening date for applications. 'School admissions application for Primary, Junior and Secondary School in September 2026' form made available and online applications start to be accepted at www.york.gov.uk/schooladmissions
By 14 September 2025	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 2025. 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 2026' form
September and October 2025	Secondary school open activities

31 October 2025	Closing date for 'on-time' Secondary applications (both online and by paper 'School admissions application for Secondary School in September 2026' form)
From 1 November 2025	Secondary applications received may be treated as 'late'
15 January 2026	Closing date for 'on-time' applications (both online and by paper 'School admissions application for Primary & Junior School in September 2026' form)
From 16 January 2026	Primary and Junior applications received may be treated as 'late'
1 March 2026 or next working day	Secondary allocations communicated to City of York resident applicants by email and/or by letter (National Offer Day)
13 April 2026	Deadline for return of Secondary school appeal papers for 'on-time' applicants
16 April 2026 or next working day	Primary and Junior allocations communicated to City of York resident applicants by email and/or by letter (National Offer Day)
27 April – 16 June 2026	Admission appeals for 'on-time' Secondary applicants
15 May 2026	Deadline for return of Primary & Junior appeal papers for 'on-time' applicants
8 June 2026 – 17 July 2026	Admission appeals for 'on-time' Primary & Junior applicants
September 2026	Start of the school year
31 December 2026	Waiting list for all community and voluntary controlled primary, infant and secondary schools closes

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

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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ANNEX O

Hope SENTAMU LEARNING TRUST

ADMISSIONS POLICY, 2026 - 2027

MANOR CHURCH OF ENGLAND ACADEMY, YORK

Draft

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.

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

2026-2027 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.

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 practise 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 2026, 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 coordination 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 2026) is always coordinated by local authorities.

You should apply for a place at school in the normal admissions round by completing the online application form[1] of the local authority (Unitary or County Council) in the area in which you live (your "home" local authority) by 31 October 2025. 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 coordination 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 coordination (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 2026) 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).

[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] You 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 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 2025. **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 2026**) 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 coordination 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 (PAN)** – that is the number of places available for admission to Year 7 at the school in September 2026 - 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 order[3]; 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. A medical condition alone does not guarantee ESM criteria.

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

[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).

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 Alliance[5] 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:

3a. 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.

B. Other very regular worshippers

3b. 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.

[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 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 tiebreaker 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 2026.

(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 coordinated 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 2025; 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 2026) 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 2026-27 admissions policy as part of the normal admissions round[8] and on the basis of the admission arrangements outlined in the school's 2026/27 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 2025 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.

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[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

(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 2025. 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.[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 coordination 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 2026-27 academic year will be set out on the school's website by 31 August 2026. This will detail whether in-year applications are being coordinated by the school or by the local authority.

Whether in-year applications are being coordinated 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

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

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 the City of York Council on behalf of the Trust.

Normal admissions round - A waiting list shall be maintained until 31 December 2026, 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 2026-27 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 becomes 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.

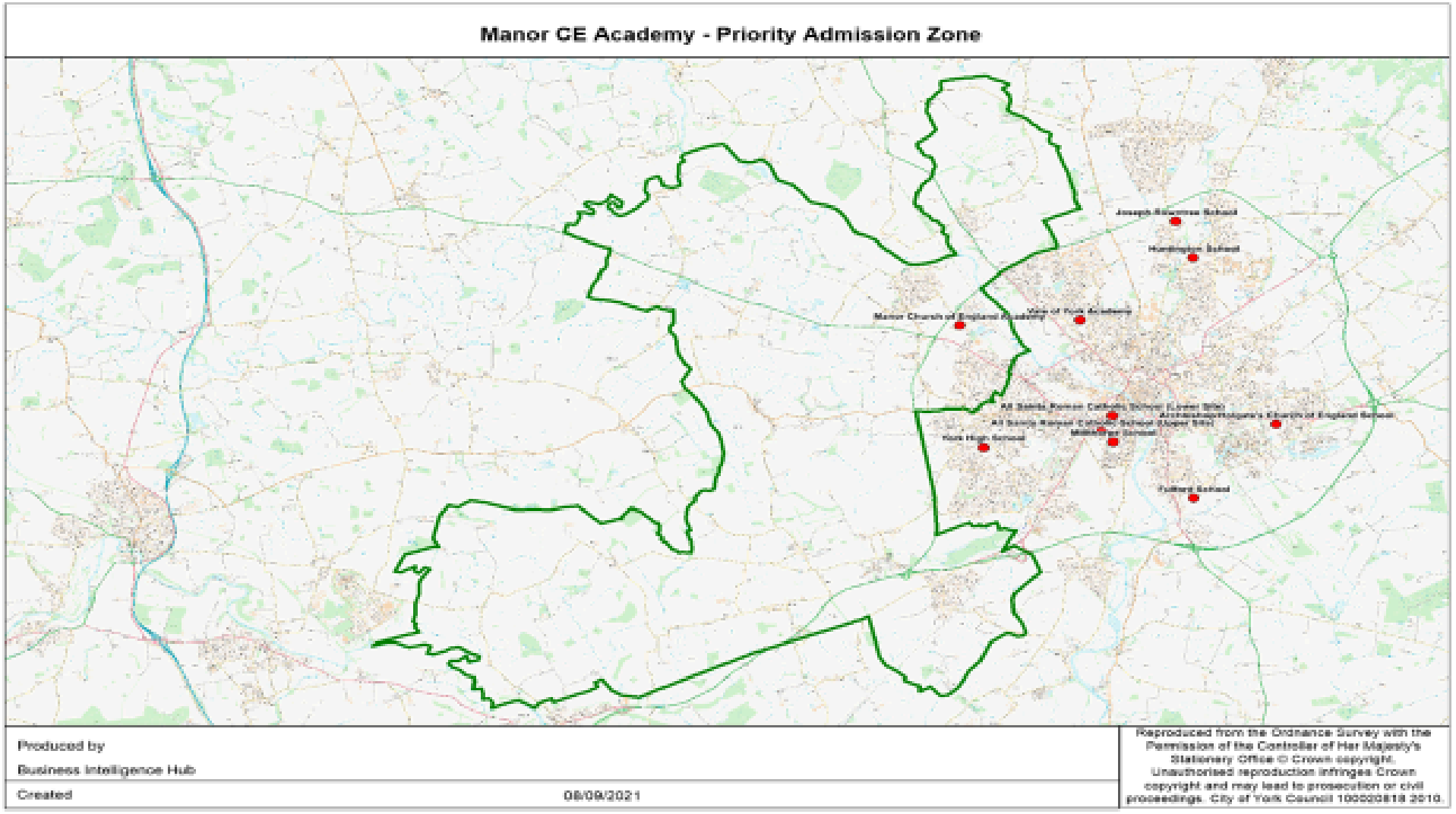
Appeals are heard by an independent appeals panel and in line with the School Admission Appeals Code. Further details will be provided in the event that your application is refused. We will also publish our appeals timetable on our website by 28 February 2026.

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 - Priority Area Zone



Appendix 2 - Supplementary Information Form

Manor Church of England Academy
Supplementary Information Form (2026-27) - Admissions

Please note that it is only necessary to complete this form where you are applying for priority under oversubscription criteria 2, 3 and 4 in the School's admissions policy.

Name of Child:	
Date of Birth:	
Address including postcode (as per Local Authority application form):	
Primary School(s) Attended:	
Do you presently have a sibling enrolled at Manor Church of England Academy? *If so, please provide Name(s) and year group(s)*	

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		*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.* *
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		*Please note additional information is required as set out in section 4.2 above.* *
4	Children of staff employed at the school		*Please note additional information is required as set out in section 4.4 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 Manor Church of England Academy, Millfield Lane, Nether Poppleton, York, YO26 6PA by 31 October 2025.

(Supplementary Information Form continued)

Confirmation of regular attendance at worship

For completion by your minister of religion

1. I hereby confirm that the aforementioned child or at least one parent/carer of the aforementioned child has attended worship at a regular public service an average of at least (please tick):
   - ☐ Once a month for the two years immediately prior to the date of application; and
   - ☐ Twice a month for the two years immediately prior to the date of application; and
2. 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 Alliance[11] 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:	

Note to the Parent/Carer: *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 and including the Fellowship of Independent Evangelical (FIEC) Churches.

ANNEX P

Naburn CE Primary School Admissions Policy

Reception entry - 2026 to 2027

Last updated: August 2024

Last Approved:

DRAFT

ANNEX P

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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. The school has a Published Admission Number (PAN) of 12.
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. This policy complies with and operates within the City of York Coordinated Admissions Scheme for Primary and Infant Schools in the City of York Local Authority area.
4. Under the primary and infant school admission arrangements the allocation of places is based on where the child/parent lives and the preferences of parent/carers.
5. The admission of children into the Reception year at an infant or primary school is a completely separate process to nursery admissions. Attendance at a particular nursery class or early years provider does not give a child any priority within the admissions policy for admission to a community or voluntary controlled infant or primary school, even if the school and nursery are located on the same premises or the nursery is run by the school itself.
6. Advice and information for parent/carers on school admissions, including **key information that applies to all applications** as well as some frequently asked questions are available in the Guide for Parents which is available at www.york.gov.uk/GuideForParents or upon request from the School Admissions team. It is recommended that all applicants consider the information in the Guide for Parents before making an application.

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7. 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.

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A: Admissions into Reception

1. Children will normally be admitted into the year group relevant to the child's age and will start full-time in the school year they turn 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 2021 to 31 December 2021	31 December 2026	The start of the 'spring' term in January 2027
1 January 2022 to 31 March 2022	31 March 2027	The start of the 'summer' term in April 2027
1 April 2022 to 31 August 2022	31 August 2027	The start of the 'autumn' term in September 2027.

If you would like to delay your child's entry, so they do not start full-time in September 2026, 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 2026, 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 Education Support Services team on email: education@york.gov.uk, 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 2026 but instead start Reception in September 2027, 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 Education Support Services **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 2025. 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 2026. 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 admissions application for Primary School in September 2026'.

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: www.york.gov.uk/GuideForParents.
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 online at www.york.gov.uk and upon request from the Education Support Services team.

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ANNEX P

B: Oversubscription criteria

Some schools will be oversubscribed – that is where the number of applicants exceeds the Published Admission Number of 12. 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 online at www.york.gov.uk, and upon request from the Education Support Services team. Siblings are defined as brothers or sisters living in the same house, as their primary place of residence (including half-, step- and foster-brothers or sisters).
   The LA uses the address provided in the application, and using GIS software, determines which catchment area an address, and therefore a child, resides in. This address must be the address at which the child is ordinarily resident. Further detailed advice on addresses is contained within the Guide for Parents: www.york.gov.uk/guideforparents.
   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 online at www.york.gov.uk, and upon request from the Education Support Services team.

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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 Guide for Parents: www.york.gov.uk/guideforparents.

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. A medical condition alone does not guarantee ESM criteria.
   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

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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).

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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 2026. 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.

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D: False Information

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

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E: Late Applications

1. Applications received after the closing date of 15 January 2026 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:
    - this is accompanied by a satisfactory reason provided at the time of application; and
    - 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.

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F: Waiting List

1. If a school is oversubscribed, a waiting list will be held from when offers have been made until 31 December 2026. After 31 December 2026, 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 once applications for the following school year open in June and ideally before 5 July in the relevant year.
2. A child's position on the list will be determined by the oversubscription criteria set out in Section B of this policy and will reflect their current circumstances where these circumstances have been provided to the admission authority. The list will also contain all other on-time and late preferences that have been refused or are requested. Should a place become available while the waiting list is in operation, a place will be made available to the applicant on the top of the waiting list on the day the place became available.
3. Applications may only be made once for each school year unless there has been a significant and material change in the circumstances of the parent/carer, child or school, which the admission authority agrees requires a new application.
4. Being on a waiting list does not affect a parent's/carer's right of appeal against an unsuccessful preference.

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G: Timetable

By 12 September 2025: Opening date for applications. 'School admissions application for Primary School in September 2026' form made available and online applications start to be accepted at www.york.gov.uk/admissions.

15 January 2026: Closing date for 'on-time' applications (both online and by paper 'School admissions application for Primary School in September 2026' form).

From 16 January 2026: Applications received may be treated as 'late'.

16 April 2026 or next working day: National Offer Day.

15 May 2026: Deadline for return of appeal papers for 'on-time' applicants.

8 June 2026 to 17 July 2026: Admission appeals for 'on-time' applicants.

September 2026: Start of the school year.

31 December 2026: Waiting list for all community and voluntary controlled primary and infant schools closes.

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ANNEX P

H: Contact details for correspondence

City of York Council Education Support Services

West Offices

Station Rise

York

YO1 6GA

Telephone: 01904 551554

Email: education@york.gov.uk

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ANNEX Q

Our Lady Queen of Martyrs Catholic Primary School a member of the Nicholas Postgate Catholic Academy Trust within City of York Local Authority Admission Policy 2026-27

Date approved by Trust Board:	Draft policy not approved
Version:	01
Publication Scheme:	Local Schools' Websites
Next Review Date:	To be approved February 2025
Policy Owner:	Standards Officer: School Admissions

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Our Lady Queen of Martyrs Catholic Primary School was founded by the Catholic Church to provide education for baptised Catholic children. The school is run by the Board of Directors of Nicholas Postgate Catholic Academy Trust as part of the Catholic Church in accordance with its Trust Deed and Articles of Association and seeks at all times to be a witness to Jesus Christ.

All Main Round and In-year applications must be conducted in accordance with the September 2021 School Admissions Code and School Admission Appeals Code published 1st October 2022.

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

The Board of Directors of the Nicholas Postgate Catholic Academy Trust is the Admissions Authority and is responsible for determining the school's admissions policy. The operational implementation of the Admissions policy is delegated to the Governing Body of the school, although the Admissions Authority reserves the right to deal directly with admissions requests if and when deemed necessary.

The planned admission number for September 2026 is 60.

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

How and when to apply for Main Round entry into Reception to start September 2026

Applications must be made on the Local Authority Common Application Form. Parents applying to a Catholic School should also complete the Supplementary Information Form (SIF) as if the school is oversubscribed; the information contained within the SIF will allow the Board of Directors to identify which over subscription criteria your application is to be considered against. All forms must be returned by the closing date set by the Local Authority. Failure to provide a Supplementary Information Form (SIF) could affect the category your application is placed in. Please note that it is the responsibility of the parent/carer to complete all forms and supply evidence – reminders will not be sent.

Children with an Educational Health and Care Plan which following formal consultation names our school in their plan will be admitted to the school.

Late Applications

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

Oversubscription Criteria

Parents are asked to note that admission to the Nursery unit is no guarantee of entry into the main school. Where there are insufficient places available to meet all parental preferences, priority will be given to applications in the following order:

(First priority in each category will be given to siblings (see note 3) that is, children who will have older brothers or sisters attending the school in September 2026).

1. Catholic 'looked after children' or children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order 91 including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

2. Catholic children whose home address is within the parish boundaries of Our Lady's, York and English Martyrs, York.

3. Catholic children of members of school staff who have been employed at the school or its predecessor school for two or more years at the time at which the application for admission to the academy is made.

4. Other Catholic children.

5. Other 'looked after children' or children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order91 including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

6. Other children of members of school staff who have been employed at the school or its predecessor school for two or more years at the time at which the application for admission to the academy is made.

7. Children from other Christian denominations. (see additional notes 2)

8. Other children.

Additional Notes

1. Definition of Catholic

   Children who have been baptised as Catholics or have been formally received into the Catholic Church. All applicants seeking admission under any of criteria 1 to 4 will be asked to provide evidence that the child has been baptised as a Catholic or has been received into the Catholic Church. A baptismal certificate or a letter from their priest confirming their baptism or reception into the Catholic Church will suffice.

2. Definition of children of other Christian denominations.

   "Children of other Christian denominations" means: children who belong to other churches and ecclesial communities which, acknowledging God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

   All members of Churches Together in England and of CYTÛN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis. All applicants seeking admission under any of criteria 7 will be asked to provide evidence that they are members of another Christian denomination. A baptismal certificate or a letter from their religious leader will suffice.

3. Definition of Sibling

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

4. Multiple Births

For multiple births where only 1 place remains, infant classes will be allowed to exceed the statutory limit where the 31st child is a twin or from multiple births. The 'excepted pupil' will be allowed for the time in Key Stage 1 or until the class numbers fall back to current class size limit.

5. Admission of a child outside their normal age group

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. In addition, parents of a Summer born child (born between 1st April and 31st August) may choose not to send their child to school until the September following their 5th birthday and may request that they are admitted out of their normal age group – to reception rather than Year 1. If a parent wishes to request admission of a child outside of their normal year group you must contact the school to discuss your request with the Headteacher at least four weeks before the closing date of the admission period for your child's normal year group. The Headteacher will then discuss the request with a representative of the Admissions Authority. If the admissions authority agrees to a parents request, they will receive confirmation in writing. A parent should submit an application in the application window, as part of the Local Authority standard application process, for the deferred year in which they wish their child to be admitted to the school with the accompanying support letter from the Headteacher. Please note that when a child educated outside of their normal age group school year transfers to secondary school, there is no guarantee that the secondary school will agree to allow education outside of the normal age group to continue.

Tie-breaker

Where there are places available for some, but not all applicants within a particular criterion, distance from home address to the school entrance will be the deciding factor, Distance will be measured from the front door of the child's home address (including flats) to the main entrance of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority. If the admission number is reached at the point at which the next applicant resides in a home equal distance from the last successful place(s) offered, the last place will be offered by drawing lots. When the application of this rule would lead to the separation of twins or multiple birth siblings, both (or all) will be admitted.

Right of Appeal

Where a parent has been notified that a place is not available for a child, every effort will be made to help the parent to find a place in a suitable alternative school or academy. Parents who

are refused a place have a statutory right of appeal. Further details of the appeals process are available by emailing: admissionsappeals@npcat.org.uk

Home Address

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

Waiting Lists

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 or as agreed and operated by your school.

Application Information

It is very helpful to have an early indication of the number of children to be admitted to the Reception class in the following September. However, it must be stressed that formal written applications for admission must be made on the form provided by the Local Authority and returned to them by the stated date. Places will then be allocated by strict application of the above criteria, with no reference to the date of application. Parents will be notified as to whether or not their child has been allocated a place according to the published Local Authority timetable.

In-year applications for all Year Groups: Reception – Year 6

If parents wish for their child to obtain a place at the school in any year group at any point after the 2026/27 academic year has commenced, they should apply using the relevant Local Authority In-year admissions application form. Verbal or written requests direct to school cannot be accepted as official applications.

Once a school receives an official application through the Local Authority, they will determine whether or not the child can be offered a place. The decision whether a place can be offered or not will be communicated to parents via letter from the Local Authority.

If a place is not offered then parents have their statutory right of appeal. The reasons for appeal should be written in a letter addressed to the Chair of Governors of the school and be posted or delivered to the school reception.

Questions about the Admissions process or availability of places

If parents have any questions about the admissions process or wish to obtain information on which NPCAT schools have places available, they can contact a NPCAT Standards Officer through the link on the NPCAT website.

Contacts

For advice on the content of this policy, please contact:

Mr John O'Boyle
Standards Officer for Admissions and Exclusions
Nicholas Postgate Catholic Academy Trust
Postgate House
Saltersgill Avenue
Middlesbrough
TS4 3JP

Email: oboyle.j@npcat.org.uk
Tel: 01642 529200

ANNEX R

Admissions Policy
Reception Entry 2026 - 2027

For York Schools within Pathfinder Multi Academy Trust

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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
- Huntington Primary Academy
- New Earswick Primary School
- Poppleton Road 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 2026 - 2027 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 Huntington Primary Academy, 45 places
- for New Earswick Primary School, 30 places
- for Poppleton Road Primary School, 60 places
- for Rufforth Primary School, 15 places
- for St Lawrence's CE Primary School, 15 places
- for Tang Hall Primary School, 30 places

1.4 This policy complies with and operates within the City of York Coordinated Admissions Scheme for Primary and Infant Schools in the City of York Local Authority area. The admission authority for these schools is the trust board of 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 2021 to 31 December 2021	31 December 2026	The start of the 'Spring' term in January 2027
1 January 2022 to 31 March 2022	31 March 2027	The start of the 'Summer' term in April 2027
1 April 2022 to 31 August 2022	31 August 2027	The start of the 'Autumn' term in September 2027

If you would like to delay your child's entry, so they do not start full-time in September 2026, 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 2026, 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 2026, but instead start Reception in September 2027, 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 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**.

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 2025. 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 procedure.

2.6 Applications should be made by the closing date for applications which is 15 January 2026. 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 2026'. 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, Huntington Primary Academy, New Earswick Primary School, Poppleton Road 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 2026. 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 2026 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 2026. After 31 December 2026, 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 2025	Opening date for applications. 'School admissions application for Primary School in September 2026' form made available and online applications start to be accepted at www.york.gov.uk/admissions
15 January 2026	Closing date for 'on-time' applications (both online and by paper 'School admissions application for Primary School in September 2026' form)
from 16 January 2026	Applications received may be treated as 'late'
16 April 2026 (or next working day)	National Offer Day
15 May 2026	Deadline for return of appeal papers for 'on-time' applicants
8 June 2026 - 17 July 2026	Admission appeals for 'on-time' applicants
September 2026	Start of the school year
31 December 2026	Waiting list for all community and voluntary controlled primary and infant schools closes

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)
- Huntington Primary Academy (Primary, 5-11)
- New Earswick Primary School (Primary, 5-11)
- Poppleton Road 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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ANNEX S

South York
MULTI-ACADEMY TRUST

South York Multi-Academy Trust

Admissions Policy

2026 – 2027

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 2026 – 2027 these PANs are:

- for Dunnington Church of England Primary School, 30 places
- for Wheldrake with Thorganby Church of England Primary School, 30 places

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- Bishopthorpe Infant School, 30 places
- for Archbishop's of York Church of England Junior School, 45 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.

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A Admissions into Reception

1 Children will normally be admitted into the year group relevant to the child's age and will start full-time in the school year they turn 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 2021 - 31 December 2021	31 December 2026	The start of the 'Spring' term in January 2027
1 January 2022 - 31 March 2022	31 March 2027	The start of the 'Summer' term in April 2027
1 April 2022 - 31 August 2022	31 August 2027	The start of the 'Autumn' term in September 2027

If you would like to delay your child's entry, so they do not start full-time in September 2026, 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

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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 2026, 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 Education Support 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 2026, but instead start Reception in September 2027, 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.

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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 2025. 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

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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 2026. 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 2026'. 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

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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 2025. 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 2026. 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 2026'.

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

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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 2025. 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.

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3 Applications should be made by the closing date for applications which is 31 October 2025. 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 2026'. 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

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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.

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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 S**chool 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

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- 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);

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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 2026. 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.

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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 2026;
- 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 2026;
- For applications for Fulford School – in the secondary admissions round, applications will be treated as late from 01 November 2025.

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.

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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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ANNEX S

I Waiting List

1 If a school is oversubscribed, a waiting list will be held from when offers have been made until 31 December 2026. After 31 December 2026, 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 2025	Opening date for applications. 'School admissions application for Primary, Junior and Secondary School in September 2026' form made available and online applications start to be accepted at www.york.gov.uk/schooladmissions
September and October 2025	Secondary school open activities
31 October 2025	Closing date for 'on-time' Secondary applications (both online and by paper 'School admissions application for Secondary School in September 2026' form)
From 1 November 2025	Secondary applications received may be treated as 'late'
15 January 2026	Closing date for 'on-time' applications (both online and by paper 'School admissions application for Primary & Junior School in September 2026' form)
from 16 January 2026	Primary and Junior applications received may be treated as 'late'
1 March 2026 (or next working day)	Secondary National Offer Day
27 April – 16 June 2026	Admission appeals for 'on-time' Secondary applicants
16 April 2026 (or next working day)	Primary & Junior National Offer Day

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15 May 2026	Deadline for return of Primary & Junior appeal papers for 'on-time' applicants
8 June 2026 – **17 July 2026**	Admission appeals for 'on-time' Primary & Junior applicants
September 2026	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)
Bishopthorpe 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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ANNEX T

St Aelred's Catholic Primary School a member of the Nicholas Postgate Catholic Academy Trust within City of York Local Authority Admission Policy 2026-27

Date approved by Trust Board:	Draft policy not approved
Version:	01
Publication Scheme:	Local Schools' Websites
Next Review Date:	To be approved February 2025
Policy Owner:	Standards Officer: School Admissions

How and when to apply for Main Round entry into Reception to start September 2025 **3**

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In-year applications for all Year Groups: Reception – Year 6 **7**

Questions about the Admissions process or availability of places **7**

Contacts **7**

St Aelred's Catholic Primary School was founded by the Catholic Church to provide education for baptised Catholic children. The school is run by the Board of Directors of Nicholas Postgate Catholic Academy Trust as part of the Catholic Church in accordance with its Trust Deed and Articles of Association and seeks at all times to be a witness to Jesus Christ.

All Main Round and In-year applications must be conducted in accordance with the September 2021 School Admissions Code and School Admission Appeals Code published 1st October 2022.

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

The Board of Directors of the Nicholas Postgate Catholic Academy Trust is the Admissions Authority and is responsible for determining the school's admissions policy. The operational implementation of the Admissions policy is delegated to the Governing Body of the school, although the Admissions Authority reserves the right to deal directly with admissions requests if and when deemed necessary.

The planned admission number for September 2026 is 30.

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

How and when to apply for Main Round entry into Reception to start September 2026

Applications must be made on the Local Authority Common Application Form. Parents applying to a Catholic School should also complete the Supplementary Information Form (SIF) as if the school is oversubscribed; the information contained within the SIF will allow the Board of Directors to identify which over subscription criteria your application is to be considered against. All forms must be returned by the closing date set by the Local Authority. Failure to provide a Supplementary Information Form (SIF) could affect the category your application is placed in. Please note that it is the responsibility of the parent/carer to complete all forms and supply evidence – reminders will not be sent.

Children with an Educational Health and Care Plan which following formal consultation names our school in their plan will be admitted to the school.

Late Applications

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

Oversubscription Criteria

Parents are asked to note that admission to the Nursery unit is no guarantee of entry into the main school. Where there are insufficient places available to meet all parental preferences, priority will be given to applications in the following order:

(First priority in each category will be given to siblings (see note 3) that is, children who will have older brothers or sisters attending the school in September 2026).

1. Catholic 'looked after children' or children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order 91 including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

2. Catholic children whose home address is within the parish boundary of St Aelred's, York.

3. Catholic children of members of school staff who have been employed at the school or its predecessor school for two or more years at the time at which the application for admission to the academy is made.

4. Other Catholic children.

5. Other 'looked after children' or children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order91 including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

6. Other children of members of school staff who have been employed at the school or its predecessor school for two or more years at the time at which the application for admission to the academy is made.

7. Children from other Christian denominations. (see additional notes 2)

8. Other children.

Additional Notes

1. Definition of Catholic

   Children who have been baptised as Catholics or have been formally received into the Catholic Church. All applicants seeking admission under any of criteria 1 to 4 will be asked to provide evidence that the child has been baptised as a Catholic or has been received into the Catholic Church. A baptismal certificate or a letter from their priest confirming their baptism or reception into the Catholic Church will suffice.

2. Definition of children of other Christian denominations.

   "Children of other Christian denominations" means: children who belong to other churches and ecclesial communities which, acknowledging God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

   All members of Churches Together in England and of CYTÛN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis. All applicants seeking admission under any of criteria 7 will be asked to provide evidence that they are members of another Christian denomination. A baptismal certificate or a letter from their religious leader will suffice.

3. Definition of Sibling

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

4. Multiple Births

   For multiple births where only 1 place remains, infant classes will be allowed to exceed the statutory limit where the 31st child is a twin or from multiple births. The 'excepted pupil' will be allowed for the time in Key Stage 1 or until the class numbers fall back to current class size limit.

5. Admission of a child outside their normal age group

   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. In addition, parents of a Summer born child (born between 1st April and 31st August) may choose not to send their child to school until the September following their 5th birthday and may request that they are admitted out of their normal age group – to reception rather than Year 1. If a parent wishes to request admission of a child outside of their normal year group you must contact the school to discuss your request with the Headteacher at least four weeks before the closing date of the admission period for your child's normal year group. The Headteacher will then discuss the request with a representative of the Admissions Authority. If the admissions authority agrees to a parents request, they will receive confirmation in writing. A parent should submit an application in the application window, as part of the Local Authority standard application process, for the deferred year in which they wish their child to be admitted to the school with the accompanying support letter from the Headteacher. Please note that when a child educated outside of their normal age group school year transfers to secondary school, there is no guarantee that the secondary school will agree to allow education outside of the normal age group to continue.

Tie-breaker

Where there are places available for some, but not all applicants within a particular criterion, distance from home address to the school entrance will be the deciding factor, Distance will be measured from the front door of the child's home address (including flats) to the main entrance of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority. If the admission number is reached at the point at which the next applicant resides in a home equal distance from the last successful place(s) offered, the last place will be offered by drawing lots. When the application of this rule would lead to the separation of twins or multiple birth siblings, both (or all) will be admitted.

Right of Appeal

Where a parent has been notified that a place is not available for a child, every effort will be made to help the parent to find a place in a suitable alternative school or academy. Parents who are refused a place have a statutory right of appeal. Further details of the appeals process are available by emailing: admissionsappeals@npcat.org.uk

Home Address

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

Waiting Lists

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 or as agreed and operated by your school.

Application Information

It is very helpful to have an early indication of the number of children to be admitted to the Reception class in the following September. However, it must be stressed that formal written applications for admission must be made on the form provided by the Local Authority and returned to them by the stated date. Places will then be allocated by strict application of the above criteria, with no reference to the date of application. Parents will be notified as to whether or not their child has been allocated a place according to the published Local Authority timetable.

In-year applications for all Year Groups: Reception – Year 6

If parents wish for their child to obtain a place at the school in any year group at any point after the 2026/27 academic year has commenced, they should apply using the relevant Local Authority In-year admissions application form. Verbal or written requests direct to school cannot be accepted as official applications.

Once a school receives an official application through the Local Authority, they will determine whether or not the child can be offered a place. The decision whether a place can be offered or not will be communicated to parents via letter from the Local Authority.

If a place is not offered then parents have their statutory right of appeal. The reasons for appeal should be written in a letter addressed to the Chair of Governors of the school and be posted or delivered to the school reception.

Questions about the Admissions process or availability of places

If parents have any questions about the admissions process or wish to obtain information on which NPCAT schools have places available, they can contact a NPCAT Standards Officer through the link on the NPCAT website.

Contacts

For advice on the content of this policy, please contact:

Mr John O'Boyle
Standards Officer for Admissions and Exclusions
Nicholas Postgate Catholic Academy Trust
Postgate House
Saltersgill Avenue
Middlesbrough
TS4 3JP

Email: oboyle.j@npcat.org.uk
Tel: 01642 529200

ANNEX U

St George's Catholic Primary School

a member of the

Nicholas Postgate

Catholic Academy Trust

within City of York Local Authority

Admission Policy 2026-27

Date approved by Trust Board:	Draft policy not approved
Version:	01
Publication Scheme:	Local Schools' Websites
Next Review Date:	To be approved February 2025
Policy Owner:	Standards Officer: School Admissions

How and when to apply for Main Round entry into Reception to start September 2025 **3**

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Home Address **6**

Waiting Lists **6**

Application Information **6**

In-year applications for all Year Groups: Reception – Year 6 **7**

Questions about the Admissions process or availability of places **7**

Contacts **7**

St George's Catholic Primary School was founded by the Catholic Church to provide education for baptised Catholic children. The school is run by the Board of Directors of Nicholas Postgate Catholic Academy Trust as part of the Catholic Church in accordance with its Trust Deed and Articles of Association and seeks at all times to be a witness to Jesus Christ.

All Main Round and In-year applications must be conducted in accordance with the September 2021 School Admissions Code and School Admission Appeals Code published 1st October 2022.

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

The Board of Directors of the Nicholas Postgate Catholic Academy Trust is the Admissions Authority and is responsible for determining the school's admissions policy. The operational implementation of the Admissions policy is delegated to the Governing Body of the school, although the Admissions Authority reserves the right to deal directly with admissions requests if and when deemed necessary.

The planned admission number for September 2026 is 30.

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

How and when to apply for Main Round entry into Reception to start September 2026

Applications must be made on the Local Authority Common Application Form. Parents applying to a Catholic School should also complete the Supplementary Information Form (SIF) as if the school is oversubscribed; the information contained within the SIF will allow the Board of Directors to identify which over subscription criteria your application is to be considered against. All forms must be returned by the closing date set by the Local Authority. Failure to provide a Supplementary Information Form (SIF) could affect the category your application is placed in. Please note that it is the responsibility of the parent/carer to complete all forms and supply evidence – reminders will not be sent.

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(First priority in each category will be given to siblings (see note 3) that is, children who will have older brothers or sisters attending the school in September 2026).

1. Catholic 'looked after children' or children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order 91 including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

2. Catholic children whose home address is within the parish boundaries of St George's, York.

3. Catholic children of members of school staff who have been employed at the school or its predecessor school for two or more years at the time at which the application for admission to the academy is made.

4. Other Catholic children.

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Waiting Lists

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Application Information

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In-year applications for all Year Groups: Reception – Year 6

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Once a school receives an official application through the Local Authority, they will determine whether or not the child can be offered a place. The decision whether a place can be offered or not will be communicated to parents via letter from the Local Authority.

If a place is not offered then parents have their statutory right of appeal. The reasons for appeal should be written in a letter addressed to the Chair of Governors of the school and be posted or delivered to the school reception.

Questions about the Admissions process or availability of places

If parents have any questions about the admissions process or wish to obtain information on which NPCAT schools have places available, they can contact a NPCAT Standards Officer through the link on the NPCAT website.

Contacts

For advice on the content of this policy, please contact:

Mr John O'Boyle
Standards Officer for Admissions and Exclusions
Nicholas Postgate Catholic Academy Trust
Postgate House
Saltersgill Avenue
Middlesbrough
TS4 3JP

Email: oboyle.j@npcat.org.uk
Tel: 01642 529200

ANNEX V

St Wilfrid's Catholic Primary School a member of the Nicholas Postgate Catholic Academy Trust within City of York Local Authority Admission Policy 2026-27

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St Wilfrid's Catholic Primary School was founded by the Catholic Church to provide education for baptised Catholic children. The school is run by the Board of Directors of Nicholas Postgate Catholic Academy Trust as part of the Catholic Church in accordance with its Trust Deed and Articles of Association and seeks at all times to be a witness to Jesus Christ.

All Main Round and In-year applications must be conducted in accordance with the September 2021 School Admissions Code and School Admission Appeals Code published 1st October 2022.

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

The Board of Directors of the Nicholas Postgate Catholic Academy Trust is the Admissions Authority and is responsible for determining the school's admissions policy. The operational implementation of the Admissions policy is delegated to the Governing Body of the school, although the Admissions Authority reserves the right to deal directly with admissions requests if and when deemed necessary.

The planned admission number for September 2026 is 40.

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

How and when to apply for Main Round entry into Reception to start September 2026

Applications must be made on the Local Authority Common Application Form. Parents applying to a Catholic School should also complete the Supplementary Information Form (SIF) as if the school is oversubscribed; the information contained within the SIF will allow the Board of Directors to identify which over subscription criteria your application is to be considered against. All forms must be returned by the closing date set by the Local Authority. Failure to provide a Supplementary Information Form (SIF) could affect the category your application is placed in. Please note that it is the responsibility of the parent/carer to complete all forms and supply evidence – reminders will not be sent.

Children with an Educational Health and Care Plan which following formal consultation names our school in their plan will be admitted to the school.

Late Applications

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

Oversubscription Criteria

Parents are asked to note that admission to the Nursery unit is no guarantee of entry into the main school. Where there are insufficient places available to meet all parental preferences, priority will be given to applications in the following order:

(First priority in each category will be given to siblings (see note 3) that is, children who will have older brothers or sisters attending the school in September 2026).

1. Catholic 'looked after children' or children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order 91 including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

2. Catholic children whose home address is within the parish boundaries of St Joseph, St Margaret Clitherow, St Paulinus or St Wilfrid.

3. Catholic children of members of school staff who have been employed at the school or its predecessor school for two or more years at the time at which the application for admission to the academy is made.

4. Other Catholic children.

5. Other 'looked after children' or children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order91 including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

6. Other children of members of school staff who have been employed at the school or its predecessor school for two or more years at the time at which the application for admission to the academy is made.

7. Children from other Christian denominations. (see additional notes 2)

8. Other children.

Additional Notes

1. Definition of Catholic

   Children who have been baptised as Catholics or have been formally received into the Catholic Church. All applicants seeking admission under any of criteria 1 to 4 will be asked to provide evidence that the child has been baptised as a Catholic or has been received into the Catholic Church. A baptismal certificate or a letter from their priest confirming their baptism or reception into the Catholic Church will suffice.

2. Definition of children of other Christian denominations.

   "Children of other Christian denominations" means: children who belong to other churches and ecclesial communities which, acknowledging God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

   All members of Churches Together in England and of CYTÛN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis. All applicants seeking admission under any of criteria 7 will be asked to provide evidence that they are members of another Christian denomination. A baptismal certificate or a letter from their religious leader will suffice.

3. Definition of Sibling

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

4. Multiple Births

   For multiple births where only 1 place remains, infant classes will be allowed to exceed the statutory limit where the 31st child is a twin or from multiple births. The 'excepted pupil' will be allowed for the time in Key Stage 1 or until the class numbers fall back to current class size limit.

5. Admission of a child outside their normal age group

   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. In addition, parents of a Summer born child (born between 1st April and 31st August) may choose not to send their child to school until the September following their 5th birthday and may request that they are admitted out of their normal age group – to reception rather than Year 1. If a parent wishes to request admission of a child outside of their normal year group you must contact the school to discuss your request with the Headteacher at least four weeks before the closing date of the admission period for your child's normal year group. The Headteacher will then discuss the request with a representative of the Admissions Authority. If the admissions authority agrees to a parents request, they will receive confirmation in writing. A parent should submit an application in the application window, as part of the Local Authority standard application process, for the deferred year in which they wish their child to be admitted to the school with the accompanying support letter from the Headteacher. Please note that when a child educated outside of their normal age group school year transfers to secondary school, there is no guarantee that the secondary school will agree to allow education outside of the normal age group to continue.

Tie-breaker

Where there are places available for some, but not all applicants within a particular criterion, distance from home address to the school entrance will be the deciding factor, Distance will be measured from the front door of the child's home address (including flats) to the main entrance of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority. If the admission number is reached at the point at which the next applicant resides in a home equal distance from the last successful place(s) offered, the last place will be offered by drawing lots. When the application of this rule would lead to the separation of twins or multiple birth siblings, both (or all) will be admitted.

Right of Appeal

Where a parent has been notified that a place is not available for a child, every effort will be made to help the parent to find a place in a suitable alternative school or academy. Parents who are refused a place have a statutory right of appeal. Further details of the appeals process are available by emailing: admissionsappeals@npcat.org.uk

Home Address

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

Waiting Lists

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 or as agreed and operated by your school.

Application Information

It is very helpful to have an early indication of the number of children to be admitted to the Reception class in the following September. However, it must be stressed that formal written applications for admission must be made on the form provided by the Local Authority and returned to them by the stated date. Places will then be allocated by strict application of the above criteria, with no reference to the date of application. Parents will be notified as to whether or not their child has been allocated a place according to the published Local Authority timetable.

In-year applications for all Year Groups: Reception – Year 6

If parents wish for their child to obtain a place at the school in any year group at any point after the 2026/27 academic year has commenced, they should apply using the relevant Local Authority In-year admissions application form. Verbal or written requests direct to school cannot be accepted as official applications.

Once a school receives an official application through the Local Authority, they will determine whether or not the child can be offered a place. The decision whether a place can be offered or not will be communicated to parents via letter from the Local Authority.

If a place is not offered then parents have their statutory right of appeal. The reasons for appeal should be written in a letter addressed to the Chair of Governors of the school and be posted or delivered to the school reception.

Questions about the Admissions process or availability of places

If parents have any questions about the admissions process or wish to obtain information on which NPCAT schools have places available, they can contact a NPCAT Standards Officer through the link on the NPCAT website.

Contacts

For advice on the content of this policy, please contact:

Mr John O'Boyle
Standards Officer for Admissions and Exclusions
Nicholas Postgate Catholic Academy Trust
Postgate House
Saltersgill Avenue
Middlesbrough
TS4 3JP

Email: oboyle.j@npcat.org.uk
Tel: 01642 529200

DRAFT FOR CONSULTATION

ANNEX W

APPENDIX 2: Supplementary Information Form

Archbishop Holgate's School, a Church of England Academy

Supplementary Information Form - 2026 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 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 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.**
6	Children of staff employed at the school		*Please note additional information is required as set out in section 4.5.* *Please give name of member of staff:* _____
** You should make sure you allow time to get the necessary information/signature prior to the deadline for return of this 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 2025

DRAFT FOR CONSULTATION

(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 Alliance[2] 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 of a National Faith Community member of the Interfaith Network found at *https://www.interfaith.org.uk/members/list*.

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.

ANNEX X

APPENDIX 2:

Supplementary Information Form

Heworth Church of England Primary School

Supplementary Information Form – September 2026 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 2026.

(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 Alliance[2] 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.

ANNEX Y

Hope SENTAMU LEARNING TRUST

ADMISSIONS POLICY, 2026 - 2027

MANOR CHURCH OF ENGLAND ACADEMY, YORK

Draft

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.

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

2026-2027 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.

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 practise 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 2026, 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 coordination 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 2026) is always coordinated by local authorities.

You should apply for a place at school in the normal admissions round by completing the online application form[1] of the local authority (Unitary or County Council) in the area in which you live (your "home" local authority) by 31 October 2025. 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 coordination 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 coordination (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 2026) 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).

[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] You 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 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 2025. **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 2026**) 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 coordination 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 (PAN)** – that is the number of places available for admission to Year 7 at the school in September 2026 - 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 order[3]; 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. A medical condition alone does not guarantee ESM criteria.

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

[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).

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 Alliance[5] 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:

3a. 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.

B. Other very regular worshippers

3b. 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.

[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 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 tiebreaker 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 2026.

(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 coordinated 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 2025; 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 2026) 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 2026-27 admissions policy as part of the normal admissions round[8] and on the basis of the admission arrangements outlined in the school's 2026/27 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 2025 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.

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[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

(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 2025. 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.[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 coordination 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 2026-27 academic year will be set out on the school's website by 31 August 2026. This will detail whether in-year applications are being coordinated by the school or by the local authority.

Whether in-year applications are being coordinated 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

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

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 the City of York Council on behalf of the Trust.

Normal admissions round - A waiting list shall be maintained until 31 December 2026, 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 2026-27 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 becomes 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.

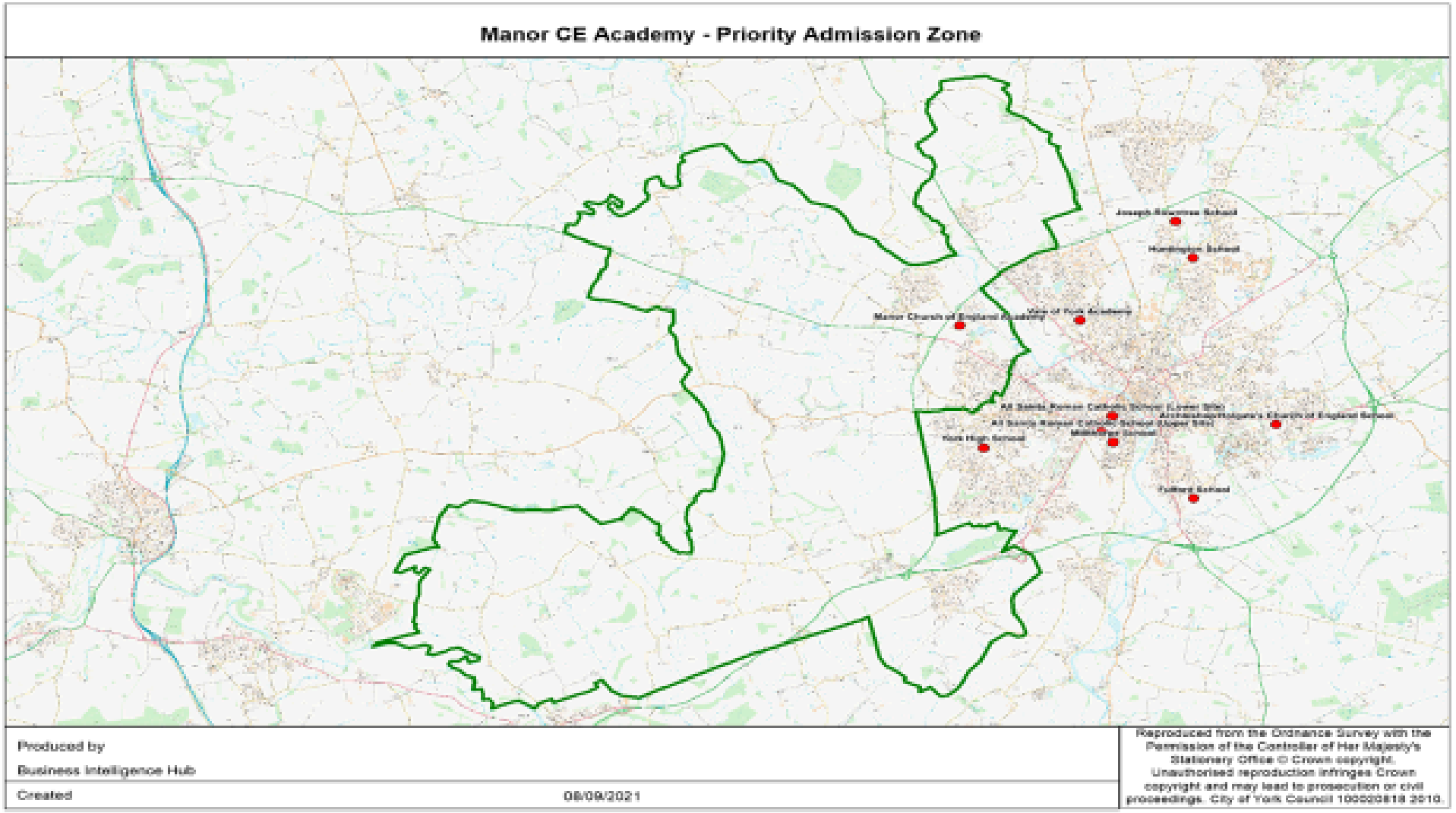
Appeals are heard by an independent appeals panel and in line with the School Admission Appeals Code. Further details will be provided in the event that your application is refused. We will also publish our appeals timetable on our website by 28 February 2026.

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 - Priority Area Zone



Appendix 2 - Supplementary Information Form

Manor Church of England Academy
Supplementary Information Form (2026-27) - Admissions

Please note that it is only necessary to complete this form where you are applying for priority under oversubscription criteria 2, 3 and 4 in the School's admissions policy.

Name of Child:	
Date of Birth:	
Address including postcode (as per Local Authority application form):	
Primary School(s) Attended:	
Do you presently have a sibling enrolled at Manor Church of England Academy? *If so, please provide Name(s) and year group(s)*	

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		*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.* *
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		*Please note additional information is required as set out in section 4.2 above.* *
4	Children of staff employed at the school		*Please note additional information is required as set out in section 4.4 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 Manor Church of England Academy, Millfield Lane, Nether Poppleton, York, YO26 6PA by 31 October 2025.

(Supplementary Information Form continued)

Confirmation of regular attendance at worship

For completion by your minister of religion

1. I hereby confirm that the aforementioned child or at least one parent/carer of the aforementioned child has attended worship at a regular public service an average of at least (please tick):
   - ☐ Once a month for the two years immediately prior to the date of application; and
   - ☐ Twice a month for the two years immediately prior to the date of application; and
2. 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 Alliance[11] 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:	

Note to the Parent/Carer: *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 and including the Fellowship of Independent Evangelical (FIEC) Churches.

ANNEX Z

ALL SAINTS RC SCHOOL

SIXTH FORM ADMISSIONS POLICY FOR ENTRY SEPTEMBER 2026

Person Responsible:	**NPCAT Admissions Authority (Operational - delegated to LGB)**
Reviewed by:	**NPCAT Admissions Authority**
Last Review:	**Draft Policy**
Next Review:	**To be approved February 2025**
Approved by:	**NPCAT Admissions Authority**
Date:	**Not approved yet**

ALL SAINTS RC SCHOOL

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

1. Principles of the Policy

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

2. Aims

This policy establishes the principles by which students will be admitted into the school Sixth Form in the event there are more applicants than places. All students are required to apply for a place in the Sixth Form

3. Definitions

Looked after Child

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

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

Catholic

'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child living with a family where at least one of the parents is Catholic.

For a child to be treated as Catholic, evidence of baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the laws of the Church.

Catechumen

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

ALL SAINTS RC SCHOOL

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

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

Churches Together in England See
http://www.cte.org.uk/Groups/234772/Home/Contacts/Member_Churches_list/Member_Churches_list.aspx
Applicants seeking admission under criterion 8 will be required to produce a baptismal certificate or a letter confirming their baptism.

Parent
A person with recognised parental responsibility

UK Armed Services
At the time of the application, current serving member of the British Army, Royal Air Force or Royal Navy.

4. Implementation

The Trust Board of NPCAT is the Admissions Authority and is responsible for determining the school's admissions policy. The Published Admission Number for students entering sixth form in Year 12 is 250.

Offers of places beyond 250 will be made using best efforts to predict the proportion of applicants that will meet entry requirements.

Once offers of places are made, they will not be withdrawn unless applications are proved to be fraudulent.

Should places remain open at a time after entry requirements are met or not met, additional offers will be made according to the ranking on the waiting list until all places have been taken.

ALL SAINTS RC SCHOOL

5. 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 via the specified All Saints RC School Sixth Form application process, as are students from other schools. Details of the application process for Sixth Form entry can be found on the school website.
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. Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the Oversubscription criteria listed below.
5. An applicant will be made a conditional offer. This means that they will be offered a place in the Sixth Form on the basis that they meet the entry requirements (see 6. and entry requirements on the website). Additionally, all courses are subject to timetabling constraints.
6. All applications are subject to approval by the Sixth Form team. Should a subject applied for not have been studied previously at GCSE entry will be at the discretion of the Sixth Form team in negotiation with the department and under the criteria they determine e.g. evidence in the form of a portfolio or prior attainment. Access to new subjects (not necessarily available at GCSE) is dependent on the applicants' GCSE profile and on condition that no more than two new subjects are studied. 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.
7. 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.
8. Extra students can sometimes be accommodated over the admission number if the student's chosen courses are not full.
9. 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.

ALL SAINTS RC SCHOOL

6. Entry Requirements

Entry onto Sixth Form courses includes students achieving a minimum of 5 GCSE's at Grade 4 or above including Grade 4 in English Language or English Literature and Mathematics.

In addition to the above entry requirements students must meet the specific subject entry requirements for access onto the courses they have chosen. Details of these entry requirements can be found on the school website.

Students that do not meet entry requirements may have individual meetings to determine the most suitable pathway.

Entry requirements for Sixth Form are reviewed at the end of every academic year.

7. Oversubscription Criteria

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

1. Catholic looked after and previously looked after children.
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 was made.
3. Catholic children who were enrolled at a NPCAT Secondary School at the conclusion of their Year 11.
4. Other Catholic children.
5. Other 'children looked after' and other children previously 'looked after' but ceased to be so because they became adopted, or became subject to a residence or special guardianship order immediately following having been looked after.
6. Other children who were enrolled at a NPCAT Secondary School at the conclusion of their Year 11.
7. Catechumens.
8. Children with a brother, sister or eligible parent at the school at the time of proposed enrolment.
9. Children who are baptised or dedicated members of other Christian Churches as recognised by Churches Together in England (see definitions)
10. Children with one or more parents that are in the UK Armed Services (see definitions)
11. All other applicants

8. Late Applications

Any applications received after the closing date will be accepted but considered only after those received by the closing date. Late applications will be considered up to the end of the September in the Autumn Term. Option blocks are determined after the application deadline has passed. Consequently, for late applications, some subject options may not be available. Any offers or conditional offers may be subject to the size or projected size of classes.

ALL SAINTS RC SCHOOL

9. Tie-break Criteria

Where the offer of places to applicants in any of the categories would lead to over-subscription within that category, those with the shortest driving route from their home to school. Distance will be measured by the shortest driving route from the front door of the child's home address to the main entrance of the school, using commercial mapping software (Google Maps), with those living closer to the school receiving the higher priority.

10. Waiting Lists

In the case of oversubscription, student applications will be held on a waiting list. The school's waiting list will be ranked in line with the oversubscription and tie breaking criteria listed in this policy. The waiting list will be reordered everytime a late application is received.

11. Admissions Appeals

Unsuccessful applicants have a statutory right to appeal against the decision not to offer a place. The timetable for admissions appeals can be found on the school website. Compliance with the School Admission Appeals Code 2022 is the responsibility of the Admissions Authority. Appeals should be made to the Governing Body of All Saints RC School as part of their delegated responsibility.

When Governors consider admissions appeals they will pay regards to any student who has exceptional social or medical needs which makes the preferred school the most suitable school for the student. All Saints RC School may consult with medical or other educational professionals for a further opinion as to whether the student should be allocated a place at the preferred school due to a particular medical condition or social need.

Should Governors not uphold an appeal based on the above paragraph then the appeal will be heard by an independent panel as per the school admissions appeal code.

12. **Monitoring, Evaluation and Review**

The NPCAT Admissions Authority will review this policy every year and assess its effectiveness and implementation

13. **Availability**

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

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ANNEX Aa

DRAFT FOR CONSULTATION

Archbishop Holgate's School

A Church of England Academy

Founded 1546

2026-2027 Admissions Policy

This policy is for students to start Sixth Form in September 2026

Approved by Trust	2025
Next review due	2026

1. Introduction

Archbishop Holgate's is a Church of England Academy serving the whole community in which it is set. It is committed to giving its students the best possible educational opportunities whilst living Christian values into being, within the tradition of the Anglican church. From its foundation in 1546, Archbishop Holgate's has welcomed applications from both its local community and a wider area.

The Governing Body is the Admissions Authority for Archbishop Holgate's School and is therefore responsible for the admission of students to Year 12 (post-16 provision) at the school. Any queries regarding Sixth Form admissions should be directed to the Sixth Form.

2. Admission to Year 12

Admission to Year 12 will be from:

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

Students on roll at Archbishop Holgate's School are required to apply for a Sixth Form place as are students from other schools. All applicants must submit an application form to the school.

The entry requirements for admission to Year 12 shall be the same for students on roll in Year 11 at the school and external applicants.

Sixth Form students will be admitted at the start of the Autumn Term in each school year although there may be some occasions when students transfer during an academic year.

DRAFT FOR CONSULTATION

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.)

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 2025
2	External students complete application	January 2026
2	School accepts application and this is communicated to parents	January 2026
4	GCSE results published	August 2026
5	Admission confirmed or refused	August 2026
6	Independent appeals	September 2026

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: klandy@ahs.pmat.academy

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ANNEX Ab

Fulford School

Admissions Policy – Year 12 entry

2026 - 2027

South York
MULTI-ACADEMY TRUST

ANNEX Ab

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 2026, 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.

ANNEX Ab

G Timetable for admission

December 2025 – February 2026	Students complete application
February 2026 – April 2026	Application processed
April 2026	Decision on application (subject to results) communicated to students
August 2026	Year 11 results published
August 2026	Admission confirmed or refused
September 2026	Independent Appeals

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

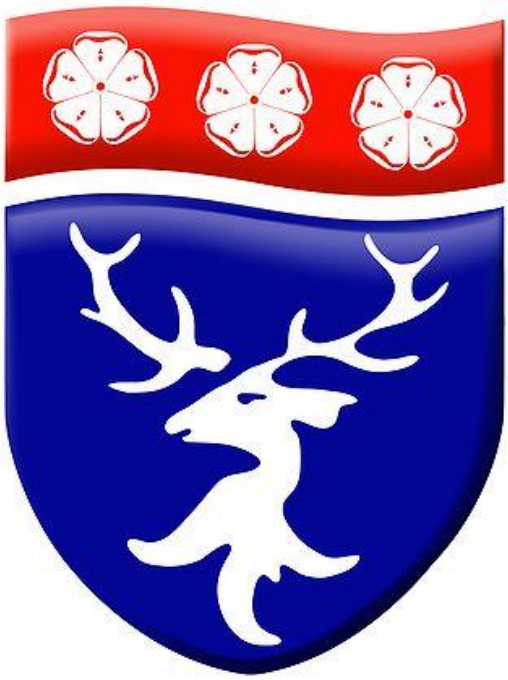
H Contact details for correspondence

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

ANNEX Ac



Huntington School Admissions Policy Year 12 Entry – 2026 to 2027

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CITY OF YORK COUNCIL

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ANNEX Ac

Introduction

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

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

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

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

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ANNEX Ac

A: Admissions into Year 12

1. Admission into Year 12 will be from:
    a. students on roll in Year 11 at Huntington School; and
    b. external applicant students not attending Year 11 at Huntington School.
2. Huntington School will admit 30 external applicant students into Year 12 each year.
3. Both students on roll in Year 11 at Huntington School, and external applicants are required to apply for a place in Year 12.
4. The same entry requirements for admission into Year 12 will apply for students on roll in Year 11 at Huntington School and external applicants.
5. Students will be admitted into Year 12 at the start of the Autumn Term in each school year, although there may be some occasions when students transfer during an academic year.

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ANNEX Ac

B: Minimum entry requirements

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

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ANNEX Ac

C: Oversubscription criteria

Where the number of eligible external applicants for a course of study exceeds the places available, then admission will be determined in accordance with the following priority of admission criteria:

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

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

    a. **Students who live closest to Huntington School using the nearest available safe walking route.** Distances are measured by a GIS mapping system from the student's home address to the closest entrance of the school.

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

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

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

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.

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ANNEX Ac

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 Education Support 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.

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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.

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ANNEX Ac

F: Late Applications

Late applications will be considered up to the end of the first full week of the Autumn Term 2026.

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ANNEX Ac

G: Timetable for admission

December 2025: Students complete application.

December 2025: School accepts application and informs parent application has been received.

February 2026: Application processed.

August 2026: Year 11 results published.

August 2026: Admission confirmed or refused.

September 2026: Independent Appeals.

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

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ANNEX Ac

H: Contact details for correspondence

Huntington School

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

City of York Council Education Support Service

West Offices,
Station Rise,
York,
YO1 6GA
Telephone: 01904 551554
Email: education@york.gov.uk
Website: www.york.gov.uk/schools

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ANNEX Ad

The Joseph Rowntree School Admissions Policy Year 12 entry - 2026 to 2027

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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 in the Guide for Parents 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.

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ANNEX Ad

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.

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ANNEX Ad

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.

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ANNEX Ad

C: Oversubscription criteria

Where the number of eligible external applicants for a course of study exceeds the places available, then admission will be determined in accordance with the following priority of admission criteria:

1. **Students 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 online at www.york.gov.uk, and upon request from the Education Support 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 online at www.york.gov.uk, and upon request from the Education Support 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);

ANNEX Ad

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.
   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.

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ANNEX Ad

D: Appeals

1. Any student refused the offer of a place has the right of appeal to an Appeal Panel. Students who wish to appeal should contact the Headteacher's PA to request the correct appeal form. Appeal forms should be returned within 20 school days of the date the place was refused. Appeals will be heard by a panel of the school's Governors.

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.

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ANNEX Ad

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.

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ANNEX Ad

F: Late Applications

Late applications will be considered up to the end of the first full week of the Autumn Term 2026, where spaces are still available.

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ANNEX Ad

G: Timetable for admission

November 2025 to January 2026: Students complete application.

January 2026 to March 2026: Application processed.

March 2026: School accepts application, subject to Year 11 results and this is communicated to both students and parents.

August 2026: Year 11 results published.

August 2026: Admission confirmed or refused.

September 2026: 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
Telephone: 01904 552100
Email: joseph.rowntree@york.gov.uk
Website: www.josephrowntreeschool.co.uk

City of York Council Education Support Services
West Offices,
Station Rise,
York,
YO1 6GA
Telephone: 01904 551554
Email: education@york.gov.uk
Website: www.york.gov.uk/schools

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ANNEX Ae

Huntington School

HUNTINGTON SCHOOL SIXTH FORM

APPLICATION FORM

APPLICATION FOR ENTRY SEPTEMBER 2026

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Please complete personal details below and then turn over to make course selections.

Full name: _____DOB:_____

Present school: _____

Present form (if at Huntington School): _____

Address: _____

_____

Telephone number: _____

Email address:_____

Please return completed to:

Mr C Hardwell
Director of Sixth Form
Huntington School
Huntington Road
York
YO32 9WT

ANNEX Ae

To inspire confident learners who will thrive in a changing world

We will use students' subject choices at the end of January to make-up the option blocks. Until this happens we cannot guarantee subject selections. If you hand in your application form before **Friday 2 February** then your choices will influence the option blocks.

Students will receive an acceptance letter in March which will include a confirmation of their subject choices.

A Levels:

Select three **or** four subjects from those on offer at Huntington Sixth Form:

1 _____

2 _____

3 _____

4 _____

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For Administration use only:

Date application received:	**Initial Acceptance letter sent out:**	**Confirmation of their options letter sent out:**

ANNEX Af

Joseph Rowntree Sixth Form Application Form

Our online application form can be found at https://www.josephrowntree.co.uk/

Please complete this form if you are <u>currently a student</u> at The Joseph Rowntree School.

Name _____ **Tutor Group** _____

Art & Design (Fine Art)		**French**	
Art & Design (Graphics)		**Geography**	
Art & Design (Photography)		**History**	
Art & Design (Textiles)		**ICT Cambridge National**	
DT – Product Design		**Mathematics**	
Biology		**Mathematics - Further**	
Business Studies		**Media Studies**	
Applied Business Extended Certificate		**Music**	
BTEC Health & Social Care		**Philosophy and Ethics**	
BTEC Health & Social Care (Double)		**Physical Education**	
BTEC Sport Performance & Coaching		**Physics**	
Applied Criminology		**Politics (Huntington)**	
Chemistry		**Psychology**	
Computer Science (Huntington)		**Spanish**	
Design and Technology (Product Design)		**Sociology**	
Drama & Theatre Studies			
Economics (Huntington)			
English Language			
English Literature			

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INSTRUCTIONS - Please write:

1 Next to your 1st choice

2 Next to your 2nd choice

3 Next to your 3rd choice

4 Next to your 4th choice (if you'd like to start year 12 with 4 subjects)

Double Health & Social Care counts as TWO option choices

We will endeavour to accommodate the subjects you have selected (particularly considering your order of preference). Should any problems arise, we will speak to you as soon as possible to discuss this.

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ANNEX Ag

Joseph Rowntree Sixth Form Application Form

Please complete this form if you are <u>not currently a student</u> at The Joseph Rowntree School.

Our application form can be found online at https://www.josephrowntree.co.uk/index.asp

This form should be completed (IN BLOCK LETTERS) by both student and Parent/Carer and returned marked for the attention of Miss Lowther, The Joseph Rowntree School, Haxby Road, York, YO32 4BZ

Student Information

Legal Surname:-			
Legal Forenames :-	Preferred Forename:-		
Date of Birth:-	Gender:- Please tick	Male	Female
Address (including Postcode):-			
Telephone Home:-			
Student Mobile Number:-			
Email Address:-			
The school will use the above information to contact you in writing or telephone, we would be grateful if you would contact the school in the event of any changes to the information we hold.			
Current School:-			

Parent/Carer Information

We require names, address and telephone numbers of those who have parental responsibility for the student.

Parent/Carer Salutation:-	
Relationship with Student:-	
Address (including Post code)	
Telephone Home:-	Mobile & Name:- Mobile & Name:-
Email Address:-	

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ANNEX Ag

Joseph Rowntree Sixth Form Application Form

Please complete this form if you are <u>not currently a student</u> at The Joseph Rowntree School.

Art & Design (Fine Art)		**French**	
Art & Design (Graphics)		**Geography**	
Art & Design (Photography)		**History**	
Art & Design (Textiles)		**ICT Cambridge National**	
DT – Product Design		**Mathematics**	
Biology		**Mathematics - Further**	
Business Studies		**Media Studies**	
Applied Business Extended Certificate		**Music**	
BTEC Health & Social Care		**Philosophy and Ethics**	
BTEC Health & Social Care (Double)		**Physical Education**	
BTEC Sport Performance & Coaching		**Physics**	
Applied Criminology		**Politics (Huntington)**	
Chemistry		**Psychology**	
Computer Science (Huntington)		**Spanish**	
Design and Technology (Product Design)		**Sociology**	
Drama & Theatre Studies			
Economics (Huntington)			
English Language			
English Literature			

INSTRUCTIONS - Please write:

1 Next to your 1st choice

2 Next to your 2nd choice

3 Next to your 3rd choice

4 Next to your 4th choice (if you'd like to start year 12 with 4 subjects)

Double Health & Social Care counts as TWO option choices

We will endeavour to accommodate the subjects you have selected (particularly considering your order of preference). Should any problems arise, we will speak to you as soon as possible to discuss this.

	Date	Comment/Action
Application Received		
Reference Applied		
Reference Received		
Accepted		

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ANNEX Ag

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ANNEX Ah

Estab	Community and Voluntary Controlled Primary and Infant Schools	YG	Reception Published Admission Number Previously Determined (2024/25)	Previously Determined (2025/26)	Proposed (2026/2027)
2003	Carr Infant	r	60	60	60
2018	Clifton Green Primary	r	60	60	45
2013	Copmanthorpe Primary	r	60	60	30
2007	Dringhouses Primary	r	45	45	45
3152	Elvington CE Primary	r	20	20	20
2008	Fishergate Primary	r	45	45	45
2241	Headlands Primary	r	45	45	45
3158	Lord Deramore's Primary	r	30	30	30
3159	Naburn CE Primary	r	12	12	12
2014	Poppleton Road Primary	r	60	60	60
2058	Ralph Butterfield Primary	r	50	50	45
3002	St Barnabas' CE Primary	r	30	30	15
3222	St Mary's CE Primary	r	15	15	15
3156	St Oswald's CE Primary	r	45	45	45
3003	St Paul's CE Primary	r	28	28	28
2227	Stockton on the Forest Primary	r	15	15	15
2017	Westfield Primary	r	80	80	60
2240	Wigginton Primary	r	40	40	40
2015	Yearsley Grove Primary	r	60	60	60
	Voluntary Aided and Academy Primary Schools				
2000	Acomb Primary	R	45	45	45
2431	Badger Hill Primary	r	30	30	30
2386	Bishopthorpe Infant	r	50	30	30
2024	Burton Green Primary	r	30	30	30
2430	Clifton with Rawcliffe Primary	r	90	90	90
3151	Dunnington CE Primary	r	30	30	30
2009	Haxby Road Primary Academy	r	45	45	45
2001	Hempland Primary	r	60	60	60
3302	Heworth CE Primary	r	20	20	20
2028	Hob Moor Primary	r	45	45	30
2180	Huntington Primary	r	60	60	45
2011	Knavesmire Primary	r	60	60	60
2428	Lakeside Primary	r	30	30	30
2021	New Earswick Primary	r	30	30	30
2176	Osbaldwick Primary	r	45	45	45
3904	Our Lady Queen of Martyrs Primary	r	60	60	45
2012	Park Grove Primary	r	40	40	40
2029	Poppleton Ousebank Primary	r	60	60	60
3212	Robert Wilkinson Primary Academy	r	75	75	75
2349	Rufforth Primary	r	15	15	15
2016	Scarcroft Primary	r	60	45	45
2169	Skelton Primary	r	26	26	26
3401	St Aelred's RC Primary	r	30	30	30
3402	St George's RC Primary	r	30	30	30
2020	St Lawrence's CE Primary	r	30	15	15
3403	St Wilfrid's RC Primary	r	40	40	30
2429	Tang Hall Primary	r	30	30	30
3380	Wheldrake CE Primary	r	30	30	30
2027	Woodthorpe Primary	r	60	60	60
	Total Reception places available		**2056**	**2006**	**1866**

	Community and Voluntary Controlled Junior Schools	YG	Year 3 Published Admission Number Previously Determined (2024/25)	Previously Determined (2025/26)	Proposed (2026/2027)
3229	Archbishop of York's CE Junior	3	60	45	45
2002	Carr Junior	3	60	60	60
	Total Year 3 places available		**120**	**105**	**105**

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	Community and Voluntary Controlled Secondary Schools	Current (2023/24)	Previously Determined (2024/25)	Previously Determined (2025/26)	Proposed (2026/2027)
4063	Huntington School	239	239	239	239
4508	Joseph Rowntree School	232	232	210	210
	Voluntary Aided and Academy Secondary Schools				
4702	All Saints RC School	178	178	178	178
4500	Archbishop Holgate's CE School	300	300	300	300
4153	Fulford School	300	300	300	300
4602	Manor CE Academy	240	240	240	240
4229	Millthorpe School	212	210	210	210
4000	Vale of York Academy	150	150	150	150
4001	York High School	180	150	150	150
	Total Year 7 places available	**2031**	**1999**	**1977**	**1977**

Year 12 'External' Published Admission Number

	Community and Voluntary Controlled Secondary Schools	Current (2023/24)	Previously Determined (2024/25)	Previously Determined (2025/26)	Proposed (2026/2027)
4063	Huntington School	30	30	30	30
4508	Joseph Rowntree School	30	30	30	30
	Voluntary Aided and Academy Secondary Schools				
4702	All Saints RC School	35	35	35	35
4500	Archbishop Holgate's CE School	40	40	40	40
4153	Fulford School	35	35	35	35
	Total 'external' Year 12 places available	**170**	**170**	**170**	**170**

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ANNEX Ai

Schools in the City of York Local Authority Area In Year Coordinated Admissions Scheme 2026 to 2027

Last Updated: August 2024

Last Approved:

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CITY OF YORK COUNCIL

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A: Introduction

1. This coordinated scheme provides a framework for a fair and open way of determining in year applications for a school place.
2. This scheme complies with the requirements of the School Admissions Code 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:
    a. where a child has previously been educated outside of their chronological year group within the UK;
    b. where a child has previously had an agreed 'deferral' for entry into Reception from the LA or another UK Local Authority;
    c. 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

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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.

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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.
5. 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.
6. 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.
7. The form will invite applicants to –

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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

8. 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 online at www.york.gov.uk, and upon request from the Education Support 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 Education Support Services tam. 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
9. 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.
10. If the LA receives both an online and manual application, and they differ, the LA will query this with the applicant.

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11. 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.

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C: Timescales

1. Where a request is made regarding the number of school places available, requests will be answered within **2 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. An exception is due to crown service posting in which case an application may be made **30 school days** before the place is required upon receipt of the relevant posting order.
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 **30 school days** before the place is required. 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.

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D: Coordinating Applications

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

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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 **2 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 Meeting Partnership** who will consider the application.

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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** of the expected start date (ordinarily within 10 school days of the allocation) 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, as a reasonable offer, 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

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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.

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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. The only exception is if your application has been referred to the Fair Access Meeting on the basis of "challenging behaviour" and a place is not offered. Applications refused at the Fair Access Meeting will not be added to the school waiting list however the parent/carers do have the right to appeal the admission authority decision to refuse the application.
2. Should applicants wish to remain on a waiting list for a future school year, they should submit a new application once applications open in mid June, before the end of the current school year, and preferably by no later than **5 July**.
3. 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.
4. 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.
5. 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.
6. 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.

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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.

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ANNEX Ai

J: Contact details for correspondence

City of York Council Education Support Services

West Offices

Station Rise

York

YO1 6GA

Telephone: 01904 551554

Email: education@york.gov.uk

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K: City of York Schools

- Acomb Primary (Academy, 5-11)
- All Saints' RC School (Academy, 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 (Academy, 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 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)
- Osbaldwick Primary (Academy, 5-11)
- Our Lady Queen of Martyrs RC Primary (Academy, 5-11)

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- Park Grove Primary (Academy, 5-11)
- Poppleton Ousebank (Academy, 5-11)
- Poppleton Road Primary (Academy, 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 (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)
- 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:
https://www.york.gov.uk/SchoolsContactDetails.

School details correct at the time of update.

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ANNEX Aj

Community and Voluntary Controlled Schools In Year Admissions Policy 2026 to 2027

Last Updated: August 2024

Last Approved:

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CITY OF YORK COUNCIL

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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.

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ANNEX Aj

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:
    a. where a child has previously been educated outside of their chronological year group within the UK;
    b. where a child has previously had an agreed '**deferral**' for entry into Reception from the LA or another UK Local Authority;
    c. 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 which is available at www.york.gov.uk/GuideForParents.
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 online at www.york.gov.uk and upon request from the Education Support Services team.
7. Any school's resources, such as teachers and classrooms, have to be used carefully to ensure the best possible standards for education and a safe environment. If no limit were set on the number of children that can go to a school each year these standards could not be maintained. Infant Class Size legislation may also limit the number of pupils that can be admitted in Reception, Year 1 and Year 2.
8. The availability of school places in the relevant class or year group at the applicant's preferred school(s) will be the primary factor in determining whether or not preferences are successful.
9. Although each school does have a **published admission number** – that is the number of places the school expects to offer – this number only applies for preferences submitted in the year of entry. The year of entry is Reception for primary and infant schools, Year 3 for junior schools and Year 7 for secondary schools. Although a published admission number may help set class organisation in later years, decisions will be made primarily on class organisation and the number of places provided by school may be less than the published admission number.
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.

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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, places will be allocated in line with the admission arrangements and oversubscription criteria of the school. The oversubscription criteria set out below will be used to prioritise all applicants who have applied for a place at a school who use this oversubscription criteria:

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 online at www.york.gov.uk, and upon request from the Education Support Services team. Siblings are defined as brothers or sisters living in the same house, as their primary place of residence (including half-, step- and foster-brothers or sisters);
   The LA uses the address provided in the application, and using GIS software, determines which catchment area an address, and therefore a child, resides in. This address must be the address at which the child is ordinarily resident. Further detailed advice on addresses is contained within the Guide for Parents which is available at www.york.gov.uk/GuideForParents.
   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 online at www.york.gov.uk, and upon request from the Education Support Services team;
The LA uses the address provided in the application, and using GIS software, determines which catchment area an address, and therefore a child, resides in. This address must be the address at which the child is ordinarily resident. Further detailed advice on addresses is contained within the Guide for Parents.

4. **Children considered by the admission authority to have exceptional social or medical needs which makes the preferred school the most suitable school for the child.** The admission authority may consult with other medical or educational professionals for a further opinion as to whether the child should be allocated a place at the preferred school due to a particular medical condition or social need. A medical diagnosis does not guarantee ESM criteria.
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:

a. first, to the child(ren) who also fulfil the next highest priority;
b. second, to the child(ren) living closest to the school as defined in priority 6;
c. 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).

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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 Education Support Services team to request the correct appeal form. Appeals are scheduled by the Appeal Clerks in line with the School Admissions Appeal Code 2022.
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.

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ANNEX Aj

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.

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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 Fair Access Meeting Partnership who will consider the application.
If an application is referred to the Fair Access Partnership on the basis of the child's "challenging behaviour" and a place is not offered, the applicant will not be added to the waiting list for the school however parent/carers do have the right to appeal the decision to refuse the application.

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ANNEX Aj

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. The only exception is if your application has been referred to the Fair Access Meeting on the basis of "challenging behaviour" and a place is not offered. Applications refused at the Fair Access Meeting will not be added to the school waiting list however the parent/carers do have the right to appeal the admission authority decision to refuse the application.
2. Should applicants wish to remain on a waiting list for a future school year, they should submit a new application once applications are open from mid June or **20 school days** before the end of the current school year, and preferably by no later than **5 July**.
3. 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.
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.
5. 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.

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ANNEX Aj

G: Contact details for correspondence

City of York Council Education Support Services
West Offices
Station Rise
York
YO1 6GA
Telephone: 01904 551554
Email: education@york.gov.uk

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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 Primary (Voluntary Controlled, 5-11)
- Naburn Primary School (Voluntary Controlled, 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:
https://www.york.gov.uk/SchoolsContactDetails.

School details correct at the time of update.

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ANNEX Ak

School admissions application for

Primary School in September 2026

When should I apply for a school place?

You should apply for a school place by **15 January** in the school year your child turns 4. Children who were born between 01 September 2020 and 31 August 2021 will start infant or primary school in September 2025. You will be notified of the results of your application from **16 April 2026**. You can apply online or find more information including school admissions policies at **york.gov.uk/admissions**.

PRI

Special Educational Needs

There is a separate admissions process if your child has an Education, Health and Care Plan (EHCP) - see **Our Local Offer for SEND (yorksend.org)**. You should also contact the SEN team responsible for your child's EHCP.

Parent/Carer's details

Surname	Title
Forename	Relationship to Child
Email Address	Mobile Phone

Pupil's details

Surname	Date of Birth
Forename	Gender
Address (this must be their main residence)	Postcode
	Current School

Is this child currently in the care of a Local Authority? ☐ Yes ☐ No

Has this child been adopted from Local Authority care? ☐ Yes ☐ No

Your preferences

You can name up to 5 schools as preferences and we recommend that you include your **catchment** school as one of your preferences. If you are applying for an academy or voluntary aided school on the grounds of religion or belief, you may need to also complete a **Supplementary Information Form** available direct from the school. Beside each preference you should note additional information relevant to your application such as the name and date of birth of a **sibling** who attends the school or the Local Authority area where the school is located if this is outside York. Additional details for other reasons should be emailed to **education@york.gov.uk**.

1st Preference	Sibling
2nd Preference	Sibling
3rd Preference	Sibling
4th Preference	Sibling
5th Preference	Sibling

Reason(s) for your preferences

Please enter reasons for any of your preferences below, stating to which school the reason applies. Please attach additional pages where necessary:

Declaration

I declare that all information I have given is correct. I understand that false or fraudulent information may result in my child losing his/her school place.

- I have parental responsibility for the child and I confirm that all other persons with parental responsibility have agreed to the preferences of schools given. I confirm that to my knowledge, there are no applications before the County/Magistrates Courts by a parent or someone claiming to be a parent disputing the child's residence or which school they should attend.
- I understand that the information provided on this form will be processed in accordance with the requirements of the General Data Protection Regulations 2018 (see note below).

Please note:

- The **Guide for Parents** contains advice and information we recommend you consider prior to making an application. The Guide explains key information including how places are allocated and how applications are processed. Please visit **york.gov.uk/admissions**
- The data you have provided to City of York Council will be used by us, and may be shared with schools and the Department for Education for the purposes of providing for children's education and supporting your child's teaching and learning. For more information on how we use your data, including Schools Privacy Notice, please visit **york.gov.uk/admissions**
- The City of York Council reserves the right to withdraw a school place at any time if the information provided in this application is untrue or incorrect in any way.

Signed	Date

Return to:

School Services, West Offices, Station Rise, York, YO1 6GA, or email: education@york.gov.uk.

Find out more online at: york.gov.uk/admissions or call: 01904 551554.

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ANNEX AI

CITY OF YORK COUNCIL

School admissions application for

Junior School in September 2026

When should I apply for a school place?

If your child is in Year 2 at an infant school, you need to apply for a junior school place by **15 January 2026**. There are 2 junior schools in York, Archbishop of York's CE Junior and Carr Junior. You will be notified of the results of your application from **16 April 2026**. You can apply online or find more information including school admissions policies at **york.gov.uk/admissions**.

JUN

Special Educational Needs

There is a separate admissions process if your child has an Education, Health and Care Plan (EHCP) - see **Our Local Offer for SEND (yorksend.org)**. You should also contact the SEN team responsible for your child's EHCP.

Parent/Carer's details

Surname	Title
Forename	Relationship to Child
Email Address	Mobile Phone

Pupil's details

Surname	Date of Birth
Forename	Gender
Address (this must be their main residence)	Postcode
	Current School

Is this child currently in the care of a Local Authority? ☐ Yes ☐ No

Has this child been adopted from Local Authority care? ☐ Yes ☐ No

Your preferences

You can only name junior schools, not other primary schools, as preferences.

Beside each preference you should note additional information relevant to your application such as the name and date of birth of a **sibling** who attends the school or the Local Authority area where the school is located if this is outside York. Additional details for other reasons should be emailed to **education@york.gov.uk**.

1st Preference	Sibling
2nd Preference	Sibling
3rd Preference	Sibling
4th Preference	Sibling
5th Preference	Sibling

Reason(s) for your preferences

Please enter reasons for any of your preferences below, stating to which school the reason applies. Please attach additional pages where necessary:

Declaration

I declare that all information I have given is correct. I understand that false or fraudulent information may result in my child losing his/her school place.

- I have parental responsibility for the child and I confirm that all other persons with parental responsibility have agreed to the preferences of schools given. I confirm that to my knowledge, there are no applications before the County/Magistrates Courts by a parent or someone claiming to be a parent disputing the child's residence or which school they should attend.
- I understand that the information provided on this form will be processed in accordance with the requirements of the General Data Protection Regulations 2018 (see note below).

Please note:

- The **Guide for Parents** contains advice and information we recommend you consider prior to making an application. The Guide explains key information including how places are allocated and how applications are processed. Please visit **york.gov.uk/admissions**
- The data you have provided to City of York Council will be used by us, and may be shared with schools and the Department for Education for the purposes of providing for children's education and supporting your child's teaching and learning. For more information on how we use your data, including Schools Privacy Notice, please visit **york.gov.uk/admissions**
- The City of York Council reserves the right to withdraw a school place at any time if the information provided in this application is untrue or incorrect in any way.

Signed	Date

Return to:

School Services, West Offices, Station Rise, York, YO1 6GA, or email: education@york.gov.uk.

Find out more online at: york.gov.uk/admissions or call: 01904 551554.

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ANNEX Am

CITY OF YORK COUNCIL

School admissions application for

Secondary School in September 2026

When should I apply for a school place?

When your child is in Year 6 at a primary or junior school, you need to apply for a secondary school place by **31 October 2025**. You will be notified of the results of your application from **01 March 2026**. You can apply online or find more information including school admissions policies and the Guide for Parents at **york.gov.uk/admissions**.

SEC

Special Educational Needs

There is a separate admissions process if your child has an Education, Health and Care Plan (EHCP) - see **Our Local Offer for SEND (yorksend.org)**. You should also contact the SEN team responsible for your child's EHCP.

Parent/Carer's details

Surname	Title
Forename	Relationship to Child
Email Address	Mobile Phone

Pupil's details

Surname	Date of Birth
Forename	Gender
Address (this must be their main residence)	Postcode
	Current School

Is this child currently in the care of a Local Authority? ☐ Yes ☐ No

Has this child been adopted from Local Authority care? ☐ Yes ☐ No

Your preferences

You can name up to 5 schools as preferences and we recommend that you include your **catchment** school as one of your preferences. If you are applying for an academy or voluntary aided school on the grounds of religion or belief, you may need to also complete a **Supplementary Information Form** available direct from the school. Beside each preference you should note additional information relevant to your application such as the name and date of birth of a **sibling** who attends the school or the Local Authority area where the school is located if this is outside York. Additional details for other reasons should be emailed to **education@york.gov.uk**.

1st Preference	Sibling
2nd Preference	Sibling
3rd Preference	Sibling
4th Preference	Sibling
5th Preference	Sibling

Reason(s) for your preferences

Please enter reasons for any of your preferences below, stating to which school the reason applies. Please attach additional pages where necessary:

Declaration

I declare that all information I have given is correct. I understand that false or fraudulent information may result in my child losing his/her school place.

- I have parental responsibility for the child and I confirm that all other persons with parental responsibility have agreed to the preferences of schools given. I confirm that to my knowledge, there are no applications before the County/Magistrates Courts by a parent or someone claiming to be a parent disputing the child's residence or which school they should attend.
- I understand that the information provided on this form will be processed in accordance with the requirements of the General Data Protection Regulations 2018 (see note below).

Please note:

- The **Guide for Parents** contains advice and information we recommend you consider prior to making an application. The Guide explains key information including how places are allocated and how applications are processed. Please visit **york.gov.uk/admissions**
- The data you have provided to City of York Council will be used by us, and may be shared with schools and the Department for Education for the purposes of providing for children's education and supporting your child's teaching and learning. For more information on how we use your data, including Schools Privacy Notice, please visit **york.gov.uk/admissions**
- The City of York Council reserves the right to withdraw a school place at any time if the information provided in this application is untrue or incorrect in any way.

Signed	Date

Return to:

School Services, West Offices, Station Rise, York, YO1 6GA, or email: education@york.gov.uk.

Find out more online at: york.gov.uk/admissions or call: 01904 551554.

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Meeting:	Decision Session - Executive Member for Children, Young People and Education
Meeting date:	14 January 2025
Report of:	Rachelle White, Schools Admissions Manager
Portfolio of:	Executive Member for Children, Young People and Education

Decision Report: Term Dates for 2026-2027 School Year

Report Subject – Term Dates 2026-2027 School Year

1. This report seeks approval of the attached school term dates (annex C) for schools for whom the City of York Council (CYC) is the employer, for the school year beginning in September 2026.

Benefits and Challenges

2. The benefit of determining the term dates in advance and in discussion with other Local Authorities (LA) is to ensure consistency of term dates. There are agreed guiding principles (between regional Local Authorities) already in place which are used to set the term dates.

3. This allows, where possible, for neighbouring LAs to have the same term dates which assists families and employers where family life may cross LA boundaries with work and school commitments.

4. The challenge regionally is that a small number of LAs choose to have a fixed Easter break so CYC is unable to agree regional term dates however there are guiding principles for the two regional term date options (fixed/not fixed Easter break). City of York and our boundary neighbours North Yorkshire Council (NYC) and East Riding of Yorkshire Council (ERYC) apply the same guiding principles and consult on the same draft term dates, where possible.

It is key to note that they may determine different term dates depending on the decision of their respective Executive Member but this is unlikely.

Policy Basis for Decision

5. The co-ordination of school admissions is a statutory duty of the local authority and supports Article 2 of Protocol No. 1 to the European Convention on Human Rights that no person should be denied the right to education.

6. Pursuant to Section 32 of the Education Act 2002, the Local Authority shall determine the dates when the school terms and holidays are to begin and end. Schools must be open to pupils for 190 days in an academic year, and 195 days for teachers. There is no formal mechanism for the regional setting of holiday dates.

Financial Strategy Implications

7. There are no financial strategy implications. The local authority receives funding from the central services block of the dedicated schools block to deliver the statutory duty.

Recommendation and Reasons

8. The Executive Member for Children, Education and Young People is recommended to approve the draft term dates as seen in Annex C of the report.

   Reason: To meet the statutory requirements of legislation including the Education Act 2002, (Section 32), and other related legislation.

9. This is to ensure that City of York Council continue to meet their statutory duty as set out in the terms of the Education Act 1996 and also work collaboratively with Academy Trusts to meet that duty.

Background

10. City of York Council (CYC) aims to ensure that term dates set for future school years are appropriate for both schools and residents within the city. In setting term dates CYC has also considered the term dates set by neighbouring LA's to ensure that there is an alignment, where possible, to prevent potential disruption for parents/carers who live in or have children in or work in schools in neighbouring LAs.

11. Term dates are set annually by CYC on behalf of all schools for whom CYC is the employer – that is all community, voluntary-controlled, community special or maintained nursery schools.

12. The responsibility for setting term dates for other types of schools such as Multi Academy Trusts rests with the employers (governing body/academy trusts) and not CYC. Historically these schools have followed the dates set by CYC, with very little deviation from the agreed dates by academy trusts.

13. A coordinated method to developing school term dates continues to be in place across 25 LAs in the North East, Yorkshire and the Humber regions. The aim of coordinating the approach was to mitigate the impact of varying term dates for those families who live, go to school, or are employed by schools in more than one LA area. These principles, followed independently by each LA each year to reduce any unwelcome variation and to create harmonised dates, whilst maintaining the length of terms and key holiday periods and avoiding split weeks.

14. CYC has previously followed these guiding principles, with the aim of minimising any differences with other LAs in previous years. Some LAs have varied these dates locally or for other objectives such as to equalize the length of some half terms or to reflect local priorities. Notably Leeds and Sheffield have a fixed Easter break in the first two weeks in April that results in some differences from other LAs who, in line with these regional principles – arrange a fortnight's school holiday around the Easter weekend.

15. Building on coordinated term dates, officers have continued to work with other LAs to further the regional use of these agreed set of principles for future school years, and to produce sets of dates with as few differences as possible to minimise potential problems for parents/carers/schools.

Dates for the 2026-2027 school year

16. As there has not yet been a substantial move by any local academy to start to exercise their freedom to vary their term dates, and whilst there remains a ‘mixed economy’ of community and academy schools it would seem appropriate for the council to continue to set term dates that apply to all schools where CYC is the employer, and for other schools and academies to follow these dates in the interests of residents.

17. In discussion with our LA neighbours East Riding of Yorkshire Council (ERYC) and North Yorkshire Council (NYC), both are consulting with their stakeholders with a view to adopt the same term dates shown in Annex C, subject to their own consultations and decision making procedures

18. All CYC schools and MATs were consulted upon for the term dates shown in Annex C.

19. These term dates and bank holiday dates are correct at the time of consultation and determination. If there are any changes to national bank holidays, City of York Council will amend the term dates accordingly to ensure that there are 195 school days, not including the 5 school training days determined by each school.

Consultation Analysis

20. Between 14 October 2024 and 15 November 2024, all York schools, regardless of school type (community, academy etc.) were provided with these draft dates and the regional principles for comment by email and with the dates also being made available on yorkeducation.co.uk, CYC’s school-facing website.

21. Within the consultation period, no responses were received from consultees (all CYC schools including MAT schools).

22. As the NYC and ERYC are looking to implement the term dates shown in Annex C, subject to their own consultation and determination process, it is advised that these term dates are recommended.

23. Where possible CYC will continue to implement the guiding principles as will several other LAs in the region.

24. In a meeting in September 2019, other LAs indicated they also wish to formalise the principles through their respective decision making processes. Many expressed their wishes to continue with CYC and recommend to their respective decision-makers to:

    i. Follow the agreed regional principles in future years and only deviate from these where there was good reason to do so on a local level – for example for a fixed Easter break;

    ii. Continue to work collaboratively across the region by setting out a clear policy and communicating draft dates for forthcoming years, and coordinating the timing and release of these dates for the next year collectively in future.

Options Analysis and Evidential Basis

25. Option 1 is to approve the term dates provided in Annex C and continue to follow the guiding principles of setting term dates regionally and where possible align the term dates with our bordering LAs.

26. Option 2 is not to approve the term dates and fail to set term dates which would be contrary to Section 32 of the Education Act 2002, the Local Authority shall determine the dates when the school terms and holidays are to begin and end.

27. Option 3 would be to determine different term dates however this would deviate from the regional guiding principles and be less likely to mirror our bordering LAs (ERYC and NYC).

Organisational Impact and Implications

28. Educational impact on setting terms dates ensures that CYC are complaint with Section 32 of the Education Act 2002, the Local Authority shall determine the dates when the school terms and holidays are to begin and end and that academic years are 195 days long which schools and MATs within the city can implement. The term dates are drafted to create a balanced school year.

29. It also allows for the opportunity for all schools and all attending children to follow the same term date pattern. It also provides equity between CYC and our neighbours East Riding of Yorkshire Council and North Yorkshire Council when we consult on the same term dates especially when many families may have cross boundary responsibilities.

Implications

30.

- ***Financial:*** there are no direct financial implications from the decision.
- ***Human Resources (HR)*** No HR implications.
- ***Legal:*** The proposals are consistent with the statutory requirements as set out in the main body of the report."
- ***Procurement****:* No implications
- ***Health and Wellbeing:*** The paper provides a robust proposal and reasoning for establishing set term time dates for schools across York, which does not discriminate and adheres to good practices and statutory legislation. This allows families with children at different schools to better coordinate well-earned holidays.
- ***Environment and Climate action):*** No implications
- ***Affordability Equalities and Human Rights:*** An EIA has been completed and is found at Annex A. There are no negative implications noted.
- ***Data Protection and Privacy:*** The completion of data protection impact assessment (DPIA) screening questions evidenced there would be no processing of personal data, special categories of personal data or criminal offence data processed, so there is no requirement to complete a DPIA .
- ***Communications:*** there are no communications implications.

Risks and Mitigations

31. The risks of not setting suitable term dates City of York Council would not comply with Section 32 of the Education Act 2002, the Local Authority shall determine the dates when the school terms and holidays are to begin and end.

32. A risk is also that schools and trusts within the city may set their own term dates resulting in significantly different or non-compliant term dates. Therefore it is important that suitable term dates are set.

Wards Impacted

33. All Wards

Contact details

For further information please contact the author of this Decision Report.

Name:	Rachelle White
Job Title:	School Admissions Manager
Service Area:	School Support Services
Telephone:	01904 554239
Email:	Rachelle.white@york.gov.uk
Report approved:	Yes
Date:	24 December 2024

Background papers

None.

Annexes

Annex A	Equalities Impact Assessment (EIA)
Annex B	Data Protection Impact Assessment DPIA)
Annex C	Term Dates

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ANNEX A

City of York Council

Equalities Impact Assessment

Who is submitting the proposal?

Directorate:	People
Service Area:	Education Support Services
Name of the proposal :	Term dates for 2026-2027
Lead officer:	Rachelle White
Date assessment completed:	26/11/2024

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**

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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.
	To meet the statutory requirements of legislation including the Education Act 2002, (Section 32), and other related legislation.

1.2	**Are there any external considerations?** (Legislation/government directive/codes of practice etc.)

1.3	**Who are the stakeholders and what are their interests?**
	City of York Council – to meet statutory requirements *Other Local Authorities – to liaise to coordinate term dates where possible* *Families (parents & guardians, children & young people) – to coordinate school term dates where possible*

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/or the wider community. Demonstrate how the proposal links to the Council Plan and other corporate strategies and plans.

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	The report requires the approval of the City of York Council Executive Member for Education to determine the term dates for 2026-2027 school year. We have consulted the same term dates as out immediate neighbours ERYC and NYC and hope to determine the same dates subject to consultations and own LA decision making processes.

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
York Education	**To publish the term dates consultation to schools/MATs**
Email	**To collate any responses**

Step 3 – Gaps in data and knowledge

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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**
Final determined term dates of other LAs	We liaise with neighbouring LAs regarding our draft term dates however the final determination is subject to individual LA consultation responses and determination so we cannot guarantee the final determined term dates are the same.
MATs may decide to implement different term dates	MATs may decide to implement different term dates however as we consult with all schools we would hope that they would provide a response of any issue or intention not to follow the draft term dates. However to date MATs have used the same term dates but differing training days.

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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 this relates on to school age children**	**0**	**L**

Disability	**No impact as to term dates apply to all children attending a CYC maintained school**	**0**	**L**
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**	**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**

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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.

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High impact (The proposal or process is very equality relevant)	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.
Medium impact (The proposal or process is somewhat equality relevant)	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
Low impact (The proposal or process might be equality relevant)	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

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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 term dates have a low impact as the hope is that they are applied across all city schools but would applied to all CYC maintained schools. All schools are required to apply standard 195 day school year.	

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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:**
- **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**
- **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.

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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

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8. 1	**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?
	We will consider and complete an EIA for each term dates consultation going forward to take into account the impact of any changes

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ANNEX B

CMT Exec report template

Data Protection Impact Assessment (DPIA)

Option 1 – no DPIA

As there is no personal data, special categories of personal data or criminal offence data being processed, there is no requirement to complete a DPIA.

This is evidenced by completion of DPIA screening questions.

Option 2 – full DPIA eg DAPIAN/ online tool

Completion of the DPIA screening questions identifies one or more of the below and so requires full DPIA.

Systematic and extensive profiling with significant effects:

"(a) any systematic and extensive evaluation of personal aspects relating to natural persons which is based on automated processing, including profiling, and on which decisions are based that produce legal effects concerning the natural person or similarly significantly affect the natural person."

Large scale use of sensitive data:

"(b) processing on a large scale of special categories of data referred to in Article 9(1), or of personal data relating to criminal convictions and offences referred to in Article 10."

Public monitoring

"(c) a systematic monitoring of a publicly accessible area on a large scale."

A DPIA is a process designed to help you systematically analyse, identify and minimise the data protection risks of a project or plan. It is a key part of your accountability obligations under the UK GDPR, and when done properly helps you assess and demonstrate how you comply with all of your data protection obligations.

It does not have to eradicate all risk, but should help you minimise and determine whether or not the level of risk is acceptable in the circumstances, taking into account the benefits of what you want to achieve.

DPIAs are an essential part of your accountability obligations. Conducting a DPIA is a legal requirement for any type of processing, including certain specified types of processing that are likely to result in a high risk to the rights and freedoms of individuals. Under UK GDPR, failure to carry out a

ANNEX B

DPIA when required may leave you open to enforcement action, including a fine of up to £8.7 million, or 2% global annual turnover if higher.

By considering the risks related to your intended processing before you begin, you also support compliance with another general obligation under UK GDPR: data protection by design and default.

Option 3 – Short DPIA – template

Completion of the DPIA screening questions identifies some personal data/ special categories of personal data / criminal offence data that does not require full dpia

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ANNEX C

SCHOOL TERM DATES
2026 - 2027 ACADEMIC YEAR

CITY OF YORK COUNCIL

AUTUMN TERM 2026

	August						September					October					November					December				
Monday		3	10	17	24	31		7	14	21	28		5	12	19	26		2	9	16	23	30		7	14	21	28
Tuesday		4	11	18	25		1	8	15	22	29		6	13	20	27		3	10	17	24		1	8	15	22	29
Wednesday		5	12	19	26		2	9	16	23	30		7	14	21	28		4	11	18	25		2	9	16	23	30
Thursday		6	13	20	27		3	10	17	24		1	8	15	22	29		5	12	19	26		3	10	17	24	31
Friday		7	14	21	28		4	11	18	25		2	9	16	23	30		6	13	20	27		4	11	18	25	
Saturday	1	8	15	22	29		5	12	19	26		3	10	17	24	31		7	14	21	28		5	12	19	26	
Sunday	2	9	16	23	30		6	13	20	27		4	11	18	25		1	8	15	22	29		6	13	20	27	

SPRING TERM 2027

	January					February				March					April				
Monday		4	11	18	25	1	8	15	22	1	8	15	22	29		5	12	19	26
Tuesday		5	12	19	26	2	9	16	23	2	9	16	23	30		6	13	20	27
Wednesday		6	13	20	27	3	10	17	24	3	10	17	24	31		7	14	21	28
Thursday		7	14	21	28	4	11	18	25	4	11	18	25		1	8	15	22	29
Friday	1	8	15	22	29	5	12	19	26	5	12	19	26		2	9	16	23	30
Saturday	2	9	16	23	30	6	13	20	27	6	13	20	27		3	10	17	24	
Sunday	3	10	17	24	31	7	14	21	28	7	14	21	28		4	11	18	25	

Autumn	35	70	195
	35		
Spring	25	50	
	25		
Summer	39	75	
	36		

School Holiday

Bank Holiday

SUMMER TERM 2027

	May						June					July				
Monday		3	10	17	24	31		7	14	21	28		5	12	19	26
Tuesday		4	11	18	25		1	8	15	22	29		6	13	20	27
Wednesday		5	12	19	26		2	9	16	23	30		7	14	21	28
Thursday		6	13	20	27		3	10	17	24		1	8	15	22	29
Friday		7	14	21	28		4	11	18	25		2	9	16	23	30
Saturday	1	8	15	22	29		5	12	19	26		3	10	17	24	31
Sunday	2	9	16	23	30		6	13	20	27		4	11	18	25	

These term dates are for Community and Voluntary Controlled schools in City of York.

Schools can set five non-contact days when the school will be closed to pupils.

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