

## Notice of meeting of

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

**To:** Councillor Rawlings

**Date:** Tuesday, 16 January 2018

**Time:** 4.00 pm

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

### AGENDA

#### **Notice to Members – Post Decision Calling In:**

Members are reminded that, should they wish to call in any item\* on this agenda, notice must be given to Democratic Services by **4:00pm on Thursday, 18 January 2018**.

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

Written representations in respect of items on this agenda should be submitted to Democratic Services by at **5.00pm on Friday, 12 January 2018**.

#### **1. Declarations of Interest**

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

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

- any disclosable pecuniary interests which he might have in respect of business on this agenda.

**2. Minutes** (Pages 1 - 4)  
To approve and sign the minutes of the Decision Session held on 26 September 2017.

**3. Public Participation**  
At this point in the meeting, members of the public who have registered to speak can do so. The deadline for registering is **5.00pm on Monday, 15 January 2018**. Members of the public can speak on agenda items or matters within the Executive Member's remit.

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

#### **Filming, Recording or Webcasting Meetings**

Please note that, subject to available resources, this meeting will be filmed and webcast ,or recorded, including any registered public speakers who have given their permission. The broadcast can be viewed at <http://www.york.gov.uk/webcasts> or, if recorded, this will be uploaded onto the Council's website following the meeting.

Residents are welcome to photograph, film or record Councillors and Officers at all meetings open to the press and public. This includes the use of social media reporting, i.e. tweeting. Anyone wishing to film, record or take photos at any public meeting should contact the Democracy Officer (contact details are at the foot of this agenda) in advance of the meeting.

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[https://www.york.gov.uk/downloads/file/11406/protocol\\_for\\_webcasting\\_filming\\_and\\_recording\\_of\\_council\\_meetings\\_20160809](https://www.york.gov.uk/downloads/file/11406/protocol_for_webcasting_filming_and_recording_of_council_meetings_20160809)

**4. Admissions Arrangements for the 2019/20 School Year** (Pages 5 - 130)

This report seeks approval for proposed admissions policies and admissions numbers in community and voluntary controlled schools, and for co-ordinated admissions schemes in the City of York area, with regard to the school year beginning in September 2019.

*Note: Annexes H-X to this report have not been included in the printed agenda papers but are available to view with the published agenda on the website.*

**5. Urgent Business**

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

Democracy Officer:

Name: Fiona Young

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

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

Contact details are set out above.

**This information can be provided in your own language.**

**我們也用您們的語言提供這個信息 (Cantonese)**

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

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

**Bu bilgiyi kendi dilinizde almanız mümkündür. (Turkish)**

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

** (01904) 551550**

City of York Council

Committee Minutes

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MEETING	DECISION SESSION - EXECUTIVE MEMBER FOR EDUCATION, CHILDREN AND YOUNG PEOPLE
DATE	26 SEPTEMBER 2017
PRESENT	COUNCILLOR RAWLINGS

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**18. DECLARATIONS OF INTEREST**

The Executive Member was asked to declare any personal interests not included on the Register of Interests, any prejudicial interests or any disclosable pecuniary interests that he may have in respect of business on the agenda.

No additional interests were declared.

**19. MINUTES**

Resolved: That the minutes of the Decision Session held on 28 March 2017 be approved and signed as a correct record.

**20. PUBLIC PARTICIPATION**

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

**21. HOSTING THE NORTH AND HUMBER REGIONAL ADOPTION AGENCY**

The Executive Member considered a report which provided an update on progress towards establishing the North and Humber Regional Adoption Agency (RAA), following the in-principle agreement by Executive on 9 February 2017 (Minute 117 of that meeting refers).

The North and Humber would be one of three RAAs in the Yorkshire and Humber Region, alongside West Yorkshire and South Yorkshire. The RAAs would deliver adopter recruitment, timely linking of children with a suitable adoptive family and adoption support to child and family. Local authorities (LAs)

would retain responsibility for looked after children, individual adoption plans and matching a child with an adoptive family.

Good progress had been made, with the six LAs working together to draw up a strength-based service delivery model (Appendix 2) that would operate under the terms of a partnership agreement covering legal and governance arrangements, the budget, staffing and funding contributions. LAs would contribute equally to fund the core functions of the RAA, the first annual contribution being £40k each.

The Executive Member noted that the proposals no longer included the transfer of staff to the RAA under TUPE, as envisaged in the report to Executive. Officers confirmed that staff would remain within LAs due to the size of the geographical area and the need to retain a local feel to the service. This approach had been endorsed by the Department of Education. The Executive Member also queried the financial implications of the proposals and asked to be included in consultation on the terms of the partnership agreement, to ensure that these were satisfactorily addressed.

- Resolved:
- (i) That the decision to establish a North and Humber Regional Adoption Agency, to be known as 'One Adoption North and Humber', from the amalgamation of the adoption services of East Riding, North Yorkshire, North East Lincolnshire, North Lincolnshire, Hull and York councils, be confirmed.
  - (ii) That City of York Council be confirmed as the host local authority.
  - (iii) That the RAA delivery model as a single service through the creation of a Head of Agency and three Service Managers managing the entirety of the regional adoption service be approved; the Head of Agency to report to the Leadership and Management Board and line manage the Service Managers, who will each manage a single team covering two localities (paired local authorities).
  - (iv) That York's Director of Children, Education & Communities, in consultation with the Assistant Director of Legal Services and the Executive

Member for Education, Children & Young People, be authorised to approve the terms of the detailed partnership agreement.

Reason: To provide a pro-active response to government requirements that is cost-effective and builds upon the existing strengths of the partner local authorities.

Cllr Rawlings, Executive Member

[The meeting started at 4.10 pm and finished at 4.26 pm].

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

**16 January 2018**

Report of the Corporate Director of Children, Education and Communities

### **Coordinated admissions schemes and admission arrangements for the 2019/2020 school year**

#### **Summary**

1. This report seeks approval of the admissions policies and published admission numbers for community and voluntary controlled schools – schools for whom the City of York Council is the admissions authority – for the school year beginning in September 2019.
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 2019.

#### **Recommendations**

3. The Executive Member for Education, Children and Young People is recommended to approve:
  - the coordinated schemes and admissions policies for all City of York Council schools for the 2019/20 school year, as set out in Annexes B-G and Y-AA
  - proposed published admission numbers for all City of York Council schools for the school year beginning in September 2019, as set out in Annex A

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

## **Background**

4. It is the duty of the admissions authority to carry out a consultation each year on admission arrangements where these have changed, or at least once every seven years. Admission arrangements include the admissions policy and the published admission number (PAN) for each school.
5. In the case of maintained schools, the admission authority is the local authority (LA), whilst for voluntary aided or academy schools it is the governing body or academy trust of the school.
6. As academies have come together in multi-academy trusts (MATs), the admission arrangements have been increasingly set by the trust boards of these MATs as the admissions authority for all schools within the MAT. However, in some cases the matter for setting an individual school's admission arrangements may be delegated to the Local Governing Committee of an individual academy.
7. Admissions Policies detail what information should be provided by applicants and how preferences will be ordered according to the oversubscription criteria should schools be oversubscribed – that is have more applications for places than there are places available.
8. PANs are important because they relate to the maximum number of children it is intended to admit in the year of entry (reception in primary and infant schools, year 3 in junior schools, and year 7 in secondary schools). For year 12 entry in secondary schools, this number is the intended number of external applicants to be admitted, that is excluding those that attended Year 11 at that school.
9. It is also the duty of the LA to have in place coordinated admissions schemes for each coordinated year of entry. These schemes detail how and when applications can be made and coordination between admissions authorities and local authorities will take place.

## **Consultation**

10. After an invitation from the LA, all admissions authorities in the LA area agreed to take part in a joint consultation to provide parents,

schools and other interested parties with all admissions arrangements for 2019/20 in one place.

11. LA officers continue to work with school leadership of those schools that have either recently converted to academy status, or those that are due to convert shortly, in preparation for when the LA ceases to be the admissions authority for these schools.
12. LA officers have continued to support MATs and existing academies with the formulation of their admission arrangements, many of which now have arrangements that are operationally identical to the LA's own arrangements for community and voluntary controlled schools.
13. A further piece of work was jointly undertaken throughout 2017 with the York Diocesan Board of Education to align the draft admissions policies of those Church of England voluntary aided and academy schools both with one another and with the LA's own draft policies. Through joint communication with many admissions authorities, this work has resulted in the development of common definitions and practices between the policies of these schools, the LA, and the four existing MATs that the LA supports with the formation of their admission arrangements.
14. This work has further developed these relationships with academies and not only ensures that newly converted academies have valid admission arrangements and supports schools with their new responsibilities, but also ensures that the admissions policies of all non-faith schools and all Church of England academies are further aligned from 2019. Ultimately, as evident in some examples set out in the annexes to this report, this work has increased the consistency of admissions practices and equality of opportunity for residents. Further work has also been identified for potential future revisions to the policies of some schools and academies.
15. Although coordinated by the LA, the responsibility for the formulation, determination and consultation of admission arrangements for schools for which the LA is not the admissions authority remain the responsibility of the respective governing body/academy trust.
16. The School Admissions Code of Practice 2014 requires that where consultation takes place it must be for a minimum of 6 weeks

between 01 October and 31 January. Determination of these admission arrangements by admissions authorities must be complete by 28 February 2018 for the school year beginning in September 2019. This timeframe means that consultation on arrangements takes place some 23 months before children would be due to start school.

17. Neighbouring LAs, school head teachers, governing bodies, dioceses, and those that had previously expressed a continued interest in school admissions including the Ministry of Defence Welfare Team and YREN (York Racial Equality Network) were sent details of the consultation. The views of residents and parent/carers were also sought, although as is common, only a small number of residents responded via online survey or in writing.
18. The consultation ran from 16 October 2017 until 1 December 2017 and included all admission arrangements for schools in the LA area for the 2019/20 school year.
19. This year the consultation did not contain related policies such as the City of York In Year Admissions Policy and Coordinated Scheme, or the all-admission authority policy on the Delayed and Deferred Admission to Primary School that applies to summer born children. These three documents were all consulted on and approved in 2015/16 and no changes are legally necessary at this time. Should a decision be made to approve the admission arrangements that are present in Annexes E-G, officers will seek to update these related standing policies with new definitions and practice in the coming months.

## **Options**

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

## **Admissions Policies**

21. The LA has consulted with relevant admissions authorities on the proposed admissions arrangements for the 2019/20 school year.

The City of York's proposed coordinated schemes and admissions policies are set out in Annexes B–G. Policies for voluntary aided and academy schools are contained in annexes H–V. Year 12 admissions policies are contained in annexes W–AA.

22. The coordinated schemes are applicable to all maintained schools in York including community, voluntary controlled, voluntary aided and academy schools.
23. The City of York admissions policy for each year of entry is applicable to all schools for which the LA is the admissions 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 admissions authorities are almost identical to the admissions policies for community and voluntary controlled schools. The LA assists in the formulation and maintenance of these other policies each year whilst these schools maintain their wish for the similarity of these policies to the LA's own policies.
24. The City of York admissions policies have had few changes from those determined last year, mostly through refining some definitions and practices alongside other admissions authorities as indicated above in paragraphs 13 and 14. These changes include:
  - clearer guidance on delayed, deferred and early entry – when children can start a school for the first time;
  - broadening the definition of sibling to include foster brothers and sisters – the definition now employed is 'brothers or sisters living in the same house, as their primary place of residence (including half-, step- and foster-brothers or sisters)';
  - clarifying what constitutes an exceptional social or medical need – the definition now employed is a need that 'makes the preferred school the most suitable school for the child' rather than as previously a need that 'relates to' the preferred school;
  - clearer guidance on how 'tie breakers' work within oversubscription criteria; and
  - clearer guidance on waiting lists.

25. All maintained schools and academies in York were asked for their comments on admission arrangements. 19 schools responded by the deadline of 1 December. Overwhelming schools were supportive of the draft LA policy and the proposed PAN for their schools.
26. One school governor of a community school noted the first oversubscription criteria that makes provision for children who are currently or previously have been 'looked after' should be extended to include others so that the 'school can accommodate any protected characteristics'. Provision already exists elsewhere in the policy for children with special educational needs, and also a process for those with exceptional social and medical needs (that may include these characteristics) that would make the preferred school the most suitable school for the child. As such, it is officers' opinion that current arrangements make adequate provision.
27. 64 consultation responses were received from members of the public, including residents, parents and early years professionals. Comments on our admissions policies included:
  - that the process is "fair"
  - "keeping siblings together should perhaps be more important"
  - "it's a long process until you are informed where you have been awarded a place"
  - "too many forms to fill in when you're applying for voluntary aided school"
  - that all "children who attend the infants school should automatically get a place at the junior school. It doesn't seem fair to make another application for this"
  - that the consultation provided "useful information on the timetable and application processes" as well as "helpful information on school statistics"
28. In addition to responses from members of the public via the online survey, officers were also made aware of an online change.org petition entitled 'Fairness 4 Siblings' which has been signed approximately 2,000 times. The petition can be viewed at <https://www.change.org/p/city-of-york-council-fairness-to-siblings>

This petition was started by a local resident proposing that siblings are considered as a priority in admissions and that family ties to a school should be maintained, by adopting an 'all siblings priority'.

29. There have been a number of changes to the admissions policies of voluntary aided and academy schools, including through refining some definitions and practices alongside the LA and other admissions authorities as indicated in paragraphs 13 and 14 above. These changes include:

- changes to All Saints RC School's oversubscription criteria to refer to feeder schools as a criterion. This is employed for the main criterion of Roman Catholic children who attend a named Roman Catholic feeder school and replaces Roman Catholic children whose home address is within a set distance of the school. A feeder school criterion has also been inserted for non-Catholic pupils lower in the order which may address the failure of some children who attended Catholic primary schools in 2017 who were unexpectedly refused a place at All Saints.
- changes to Manor CE Academy's admissions policy that now defines distance as being a measurement of those 'closest to the school using the nearest available safe walking route'. Previously the school had used a more complicated and less equitable definition of distance.

### **Analysis – Siblings**

30. The City of York and MAT admissions policies do make provision for siblings in two places; first to those resident in the catchment area (as priority two in the oversubscription criteria), and second to those resident outside the catchment area (as priority five in the oversubscription criteria).

31. To implement an 'all siblings priority' would be to lower the priority for children resident in the catchment area of a preferred school, The catchment priority is an essential component in maintaining a system based upon the provision of sufficient local school places for local children.

32. The numbers of siblings who were refused a place at their preferred school in the last few years is low. There were 2 such refusals in 2014, 4 in 2015, 3 in 2016 and 6 in 2017. In each case refusals were made only where the school had filled all available

places with children within the catchment area and in some cases, other siblings who live closer to the school. In each of these cases, should these siblings have been admitted, another child within the catchment area would have been refused a place. This would in some cases have led to those children not having reasonable offers and infant class size exceptions having to be made. In turn this would increase the size of some infant classes.

33. The School Admissions Code 2014 (Paragraph 2.1) states that admission authorities must not give any guarantees that a preference will be met, so whatever order of oversubscription is used, it would not be possible to guarantee that siblings will be placed in the same school.
34. Previous annual reports from the Office of the Schools Adjudicator have noted that the provision and high priority of such an 'all sibling' criterion would create an increased risk that first-born children within a catchment area would be unable to gain a place at their catchment school. Also these catchment residents would not have any priority access for any other school, unlike siblings who live in another catchment area and therefore have priority access for those schools.
35. In 2009, the City of York Council was referred to the Schools Adjudicator by two local parents regarding the 2010/11 admission arrangements in relation to compliance with then the School Admissions Code (that has since been updated), noting that 'by giving children living in a designated catchment area higher priority in the allocation of places than siblings of children already at the school, the City Council makes unreasonable demands on the parents of young children, requiring complex and onerous arrangements for accompanying their children to their schools.' The objection also noted that 'this has the additional adverse effect of making it more difficult for parents to play an active part in the life of their children's schools'.

The decision of the adjudicator was that 'whilst the Code does encourage priority for siblings in primary school admission arrangements, it also prohibits the use of a sibling criterion that unfairly disadvantages other families (paragraph 2.24). Where an over-subscribed school gives a higher priority to siblings than to children living in the catchment area, it can quickly reach the point where it is unable to accommodate all applicants living in the



catchment area, thereby undermining the benefits of a catchment area and introducing a perception of unfairness.'

36. In January 2012, the Learning and Culture Overview and Scrutiny Committee investigated the priorities and order of the oversubscription criteria used in the LA's policies. The Committee heard from two serving head teachers of outstanding schools who had in the past few years had siblings who had been refused a place. After consideration, Members agreed that 'the oversubscription criteria in use in York's community and voluntary controlled schools is made up of the right priorities and in the right order... and should therefore remain unchanged.'
37. Over the last 5 years the LA has increased the quantity and quality of advice regarding siblings in the Guide for Parents, as well as publishing admissions statistics to show how many siblings have been admitted in previous years and related admissions information on the York Open Data platform. Parent/Carers are now advised prior to and after the allocation of places that 'if the place your child is allocated is at a school for 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 in future years.'
38. Officers recommend that for the reasons given in paragraphs 30-37 above, that the order of the oversubscription criteria therefore remain unchanged.

## **Published Admission Numbers**

39. The following general principles should apply when considering increases in PANs:
  - a) The school should have enough physical space to accommodate a full complement of children in each year group, based on the proposed number (or agreement from the local authority to provide additional space). Alternatively, there must be firm capital project plans in place to provide any additional accommodation required and the required funding must be secure.
  - b) The increase should form part of the agreed place planning strategy for the area. This means that there should be sufficient

demand from within the school's catchment area (if applicable), or from across the wider community, to limit the risk of drawing increased numbers of pupils away from other schools.

- c) The proposed number should enable relatively straightforward organisation of classes, bearing in mind the infant class size limit of 30 children per fully qualified teacher for reception, year 1 and year 2 pupils.
40. The following general principles should apply when considering decreases in PANs:
    - a) The school must still be able to accommodate demand from within their local area (catchment area, parish or priority zone).
    - b) The requested number should enable or facilitate relatively straightforward organisation of classes, bearing in mind the infant class size limit of 30 children per fully qualified teacher for reception, year 1 and year 2 pupils.
  41. In their consultation responses, several primary schools raised the issue of larger cohorts moving through the school, and/or rising numbers of pupils increasing the pressure on existing school buildings.
  42. St Mary's CE Primary school raised the issue of the current numbers of pupils alongside future forecast leading 'to above 30 children within our Key Stage 2 classes and therefore threatening the high standards that we have achieved in the past. Even if there is sufficient classroom space for larger numbers, this does not address the fact that bigger numbers of pupils are harder for teachers to teach and support'. Officers are currently in discussions with the school to investigate what may be possible, both in terms of school buildings and class organisation, to address this issue including the possibility of Basic Need funding being made available for these purposes.
  43. Dringhouses Primary School noted that increased numbers of pupils mean the 'school is looking to increase the number of classes from 10 to 11 from September 2018 as the smaller, older cohorts will have left by the end of this year. For the 2017-18 year, KS2 class sizes are large and will grow bigger if the number of classes remains the same. The hall and playground just about accommodates the number'. Officers will continue to work with the

school to support this growth by repurposing and reorganising spaces within the school building as necessary.

44. St Paul's CE Primary School noted that the differing sizes of their classrooms presented challenges with managing pupil numbers and classroom spaces, particularly given the change in their PAN from 25 to 27 for the start of the 2017/18 school year; 'Due to the size of our classrooms (our smallest being 29m<sup>2</sup>), the admission number for Reception is 27... we have to move classrooms and year groups depending on numbers and SEN needs. Additional adults/space have to be taken into consideration every Summer Term in preparation to accommodate increased numbers in September.' Officers have been in contact with the school with a view to examining how the LA can support the school with these challenges.
45. Based on the principles in paragraph 40, officers propose, following detailed investigation of potential implications, the following change to PANs:

School	Proposal	Recommendation	Reason
Osbalwick Primary School (Community)	Decrease PAN from 60 to 45	Approve	To aide the school with more appropriate class organisation and use of resources

### **Analysis – Osbalwick Primary School**

46. The LA did not at the start of the consultation propose a change of PAN, but instead received a request from the governing body to lower the published admission number from 60 to 45 from September 2019. The head teacher of the school has outlined to officers how the school could plan appropriately around this lower PAN within the existing school estate whilst supporting teaching and learning at the school.
47. Since the closure of Derwent Federation Schools and the expansion of Osbalwick Primary School onto two sites, the number of children on roll at Osbalwick Primary School has consistently been below the current PAN of 60. In 2014 just 42 places were allocated, falling to 39 in 2015, 36 in 2016, and 30 in

2017. In all of these years this is significantly below the average number of children of this age resident in the Osbaldwick catchment area, which averages 59 children per year over this 4 year period.

48. The school feels it no longer has the capacity to support a PAN of 60 over two sites as the 'Leyes' site is now being developed to reflect the falling number of pupils. The governing body have therefore requested a reduction in PAN from 60 to 45 to apply for the start of the 2019/20 school year.
49. The reasons stated by the school for this request are:
- recent housing developments in the area, particularly at Derwenthorpe have not proportionately increased the size of the school roll. Instead other local schools such as St Aelred's RC Primary School have benefitted from increased pupil numbers;
  - the number of children admitted for Reception has shown a steady decline;
  - the number of pupils by year group ranges from 32 to 47. These numbers make maintaining single year classes on a single or double form entry model challenging to afford;
  - the school has lost some pupils to other local schools due to previous Ofsted judgments. The school feel that there are spaces in other local schools that is true in many year groups;
  - the levels of funding received with later admissions does not compensate for the small increase in pupils, but simply enlarges classes with high proportions of disadvantaged pupils from the catchment area.
50. The school believe that a reduction in the PAN will allow the school to plan more effectively for a more stable average intake of 40 with an expected small number of spaces available for additional in year pupils, both from the university area and from the final stages of the Derwenthorpe development. At present these 'in-year admissions' are often for pupils with additional needs including those with English as an Additional Language (EAL) which can present the school with additional challenges.

51. A PAN of 45 would help limit the potential for excessive increases in pupil numbers at one school causing in-year disruption to some classes and putting pressure on the staffing structure without bringing with it sufficient funds to create additional classes.
52. The school feel that they do not have the staffing to support a PAN larger than 45 unless a new class structure and associated staffing structure can be maintained within a larger budget.
53. Being a split-site school is not fully compensated for within the school budget as staffing and building costs to support two buildings are in excess of the associated funding that is received for this purpose. This situation then places additional pressure on the school's revenue expenditure in maintaining two sites, which only further reduces the amount of funding available for teaching and learning.
54. The Governing Body are pursuing a Single Site Policy which they believe at present can accommodate most children based on average year group numbers of 38-43 per year group. The school wish to accommodate all Early Years provision on the Leyes site and have arranged some funding support from Ebor MAT (prior to the school joining this Trust in 2018) in order to develop the rest of the site into a Training Centre and Team Base for the Ebor MAT.
55. The school have in their consultation response committed to review this should numbers and/or demand increase again in the future; 'if numbers grow in future, we can expand back on the Leyes site and consider restoring the PAN to a higher number in consultation with local schools and the LA'.
56. Osbaldwick Primary School is located in Primary Planning Area 8, which contains 8 schools in the east of the city, 2 of which do not maintain catchment areas. There are two schools – Osbaldwick Primary School and St Lawrence's CE Primary Academy that currently have significant capacity in Reception. The forecast pupil numbers for this area show a current surplus of 21 places lowering to a small deficit of 9 places by 2022/23. This surplus and deficit is across all 8 schools. Several of these local schools have in recent years had conversations with officers regarding expanding the numbers of pupils they admit, so additional places may be available in the longer term. Equally, the commitment of Osbaldwick Primary School as in paragraph 55 to expand back to a PAN of 60 if this was necessary provides some flexibility should

there be a growth in pupil numbers and/or increased preferences for this school.

57. On balance, officers recommend that the decrease be approved for all these reasons above.
58. No other increases or decreases are being proposed by officers, nor have any additional requests been received from the governing bodies of community and voluntary controlled schools during the consultation period.

### **VA and Academy proposals**

59. The following change in PAN have been proposed by voluntary aided and academy schools, who are their own admissions authorities.

<b>School</b>	<b>Proposal</b>
Archbishop Holgate's CE School	Increase PAN from 243 to 270

### **Analysis – Archbishop Holgate's CE School**

60. The Academy had informed the LA at the start of the consultation process of a change in PAN from 243 (within 9 forms) to 270 (within 10 forms). This will be the second year the academy have formally increased the PAN by one form.
61. This increase reflects the aspirations of the academy to grow as well as to help the academy accommodate additional demand. This demand is currently mainly from outside their catchment area, but in future years these additional places will help meet demand from within the catchment area. The academy often admits above its PAN to accommodate increasing numbers of children in Year 7. In 2016 the academy offered over 270 places with 10 forms, and in 2017 the academy offered 300 places in 11 forms. Through further conversations with the academy, officers expect a similar number of places to be offered this year.
62. The LA is not aware of any consultation responses regarding this increase, and has through sharing information with neighbouring LAs, made East Riding of Yorkshire LA aware of the increase. Many of the children admitted over the PAN each year are resident

in the East Riding, though current data shows that this number has fallen in the past 12 months.

### **Council Plan**

63. **Prosperous City for all** – the setting of appropriate published admission numbers forms an integral part of the LA's effective planning as well as providing enough high quality school places within city helping lay the foundations for the local economy.
64. **A council that listens to residents** – the comments and input sought in this consultation from residents, governing bodies and other consultees were supportive of these arrangements.
65. **A focus on frontline services** – providing sufficient school places as well as fair and clear admissions policies gives residents clarity in regard to school admissions – a key responsibility of the LA.

### **Implications**

#### **Financial**

66. There are no direct financial implications for schools or the LA resulting from determination of published admission numbers for September 2019.

#### **Human Resources**

67. There are no HR implications.

#### **Equalities**

68. There are no implications relating to equalities.

#### **Legal**

69. Under section 88C of the School Standards and Framework Act 1998 (SSFA) and Regulation 15 of the Schools Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012 the admission authority must before the beginning of each school year, determine the admission arrangements which are to apply for that year and must carry out consultation about the proposed arrangements,

unless there has been no change in the admissions arrangements in any of the six preceding determination years.

70. Under Regulation 2 of the Schools Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012, “determination year” in relation to the proposed admission arrangements for a school means the school year beginning two years before the school year to which the arrangements relate.
71. Section 88D of the SSFA requires an admission authority for a maintained school to include a determination of the number of pupils in each relevant age group that it is intended to admit to a school in that year.
72. Under Regulation 18 of the Schools Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012 (as provided by Section 92 of the SSFA) a local authority must publish on or before 15 March in the determination year, the proposed admission arrangements for any school or Academy which is intended to open in their area within the determination year.
73. Regulation 28 of the Schools Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012 requires a local authority to inform the Secretary of State on or before 28 February in the determination year whether they have secured the adoption of a qualifying scheme or not.

#### **Crime and Disorder**

74. There are no Crime and Disorder implications.

#### **Information Technology (IT)**

75. There are no IT implications.

#### **Property**

76. There are no property implications.

#### **Other Implications**

77. There are no other implications.



## Risk Management

78. No direct implications.

### Contact Details

<b>Author:</b>	<b>Chief Officer Responsible for the report:</b>		
Tom Chamberlain School Services Manager – Policy and Strategy Children, Education and Communities 01904 554239	Jon Stonehouse Corporate Director of Children, Education and Communities		
	<b>Report approved</b>	√	<b>Date</b> 13/12/17
<b>Specialist Implications Officer(s)</b> Legal: Peter Cairns Employment / Education Lawyer 01904 551095			
<b>Wards Affected:</b>			<b>All</b> ✓
<b>For further information please contact the author of the report</b>			

### Background Papers

None

### Annexes

<b>Annex A</b>	2019/20 Proposed Published Admission Numbers
<b>Annex B</b>	2019/20 Coordinated admissions scheme – applying to start infant or primary school
<b>Annex C</b>	2019/20 Coordinated admissions scheme – applying to start junior school
<b>Annex D</b>	2019/20 Coordinated admissions scheme – applying to start secondary school

<b>Annex E</b>	2019/20 Admissions policy – City of York Council community and voluntary controlled infant and primary schools
<b>Annex F</b>	2019/20 Admissions policy – City of York Council community and voluntary controlled junior schools
<b>Annex G</b>	2019/20 Admissions policy – City of York Council community and voluntary controlled secondary schools
<b>Annex H</b>	2019/20 Admissions policy – All Saints RC Aided School
<b>Annex I</b>	2019/20 Admissions policy – Archbishop Holgate’s CE Academy
<b>Annex J</b>	2019/20 Admissions policy – Ebor Academy Trust
<b>Annex K</b>	2019/20 Admissions policy – Heworth CE Primary Academy
<b>Annex L</b>	2019/20 Admissions policy – Hope Learning Trust
<b>Annex M</b>	2019/20 Admissions policy – Huntington Primary Academy
<b>Annex N</b>	2019/20 Admissions policy – Manor CE Academy
<b>Annex O</b>	2019/20 Admissions policy – Our Lady Queen of Martyrs RC Aided Primary School
<b>Annex P</b>	2019/20 Admissions policy – Pathfinder Multi Academy Trust
<b>Annex Q</b>	2019/20 Admissions policy – South Bank Academy Trust
<b>Annex R</b>	2019/20 Admissions policy – St Aelred’s RC Aided Primary School
<b>Annex S</b>	2019/20 Admissions policy – St George’s RC Aided Primary School
<b>Annex T</b>	2019/20 Admissions policy – St Lawrence’s CE Primary Academy
<b>Annex U</b>	2019/20 Admissions policy – St Wilfrid’s RC Aided Primary School
<b>Annex V</b>	2019/20 Admissions policy – Wheldrake with Thorganby CE Aided Primary School

<b>Annex W</b>	2019/20 Admissions policy for Year 12 entry – All Saints RC Aided School
<b>Annex X</b>	2019/20 Admissions policy for Year 12 entry – Archbishop Holgate’s CE Academy
<b>Annex Y</b>	2019/20 Admissions policy for Year 12 entry – Fulford School
<b>Annex Z</b>	2019/20 Admissions policy for Year 12 entry – Huntington School
<b>Annex AA</b>	2019/20 Admissions policy for Year 12 entry – The Joseph Rowntree School

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<b>Reception Published Admission Number</b>			
	<b>Current (2017/18)</b>	<b>Previously Determined (2018/19)</b>	<b>Proposed (2019/20)</b>
<b>Community and Voluntary Controlled Primary and Infant Schools</b>			
2000	45	45	45
2386	60	60	60
2003	90	90	90
2018	60	60	60
2013	60	60	60
2007	45	45	45
3151	30	30	30
3152	20	20	20
2008	45	45	45
2241	45	45	45
2028	45	45	45
2428	60	60	60
3158	30	30	30
3159	12	12	12
2176	60	60	60
2014	60	60	60
2058	50	50	50
2349	14	14	14
2169	20	20	20
3002	30	30	30
3222	15	15	15
3156	45	45	45
3003	27	27	27
2227	15	15	15
2017	90	90	90
2240	40	40	40
2015	60	60	60
<b>Voluntary Aided and Academy Primary Schools</b>			
2431	30	30	30
2024	30	30	30
2430	90	90	90
	<i>N/A</i>	<i>N/A</i>	60
2009	45	45	45
2001	60	60	60
3302	20	20	20
2180	60	60	60
2011	60	60	60
3901	30	30	30
3904	60	60	60
2012	40	40	40
2029	60	60	60
3212	85	85	85
2016	45	45	45
3401	30	30	30
3402	30	30	30
2020	30	30	30
3403	40	40	40
2429	30	30	30
3380	30	30	30
2027	60	60	60
<b>Total Reception places available</b>	<b>2138</b>	<b>2138</b>	<b>2198</b>

<b>Year 3 Published Admission Number</b>			
	<b>Current (2017/18)</b>	<b>Previously Determined (2018/19)</b>	<b>Proposed (2019/20)</b>
<b>Community and Voluntary Controlled Junior Schools</b>			
3229	60	60	60
2002	90	90	90
<b>Total Year 3 places available</b>	<b>150</b>	<b>150</b>	<b>150</b>

<b>Year 7 Published Admission Number</b>			
	<b>Current (2017/18)</b>	<b>Previously Determined (2018/19)</b>	<b>Proposed (2019/20)</b>
<b>Community and Voluntary Controlled Secondary Schools</b>			
4153	240	240	240
4063	239	239	239
4508	220	232	232
4703	180	180	180
<b>Voluntary Aided and Academy Secondary Schools</b>			
4702	178	178	178
4500	216	243	270
4602	220	220	220
4229	204	212	212
4000	190	190	190
<b>Total Year 7 places available</b>	<b>1887</b>	<b>1934</b>	<b>1961</b>

<b>Year 12 'External' Published Admission Number</b>			
	<b>Current (2017/18)</b>	<b>Previously Determined (2018/19)</b>	<b>Proposed (2019/20)</b>
<b>Community and Voluntary Controlled Secondary Schools</b>			
4153	35	35	35
4063	30	30	30
4508	30	30	30
<b>Voluntary Aided and Academy Secondary Schools</b>			
4702	35	35	35
4500	40	40	40
<b>Total 'external' Year 12 places available</b>	<b>170</b>	<b>170</b>	<b>170</b>

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

Coordinated Admissions Scheme

Reception entry

2019 – 2020



CITY OF  
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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 2019.
- 2 This scheme complies with the requirements of the School Admissions Code 2014 and all current legislation regarding school admissions.
- 3 This scheme is reviewed each year and subject to a period of consultation amongst schools, governing bodies, admissions authorities, neighbouring local authorities, parent/carers and other interested parties. It is considered within this consultation alongside the admission arrangements of all state-funded schools within the City of York area.
- 4 This scheme applies to all state-funded primary and infant schools in the City of York area who admit children at the start of Reception as the normal year of entry. It aims to ensure that within the operation of an equal preference system:
  - a) each applicant only receives one offer of a school place;
  - b) each applicant is offered the highest ranked preference school that is available; and
  - c) a single offer is made for all applicants on the same day.
- 5 This scheme applies to applications within the primary admissions round, that is when applying for a place in Reception as the normal year of entry to start primary or infant school for the first time. It does not apply to 'in-year' applications for a place at primary or infant school. In-year admissions are those that are made either during the school year, or for admission into year groups other than the normal year of entry. More information on in-year admissions can be found in the City of York In-Year Admissions Policy.



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

## B Making Applications

- 1 The standard way of making applications will be online at [www.york.gov.uk/schooladmissions](http://www.york.gov.uk/schooladmissions) where an online form ('the form') can be completed to apply for a school place. It is expected that most applications will be made online, but where applicants cannot apply online, they may request support from the LA, schools, or a paper application form known as the 'School admissions application for Primary School in September 2019'.
- 2 The form will be used for the purpose of admitting children into the first year of primary education by making one single application.
- 3 The form must be used as a means of expressing one or more preferences by applicants who are parent/carers resident in the City of York Local Authority (LA) area wishing to express a preference for their child:
  - a) to be admitted to a school within the LA area (including Voluntary Aided Schools and Academies); and/or
  - b) to be admitted to a school located in another LA area (including Voluntary Aided Schools and Academies).
- 4 Applicants resident in other Local Authority areas should apply to the Local Authority in which they are resident and consult the coordinated admissions scheme for that Local Authority area.

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

- 8 Where a Voluntary Aided School or Academy receives a SIF from a City of York resident it will not be regarded as a valid application unless the applicant has also completed the (LA) form and the school is listed as a preference on it.
- 9 If the LA receives more than one application, for example both an online and paper application, and they differ, the LA will query this with the applicant. If the LA receives an application from more than one person claiming parental responsibility for the same child, and the content of these applications differ, the LA will inform both applicants. The LA will then not process any preference(s) that differ until the applicants are either in agreement, or until one applicant can show the legal right to have their preference(s) considered over the preference(s) of the other applicant.
- 10 The closing date for applications is 15 January 2019. Completed forms must be returned to the LA including those applicants who indicate a school outside the City of York area. Completed forms can be returned to the LA via City of York infant or primary schools. Online applications must be submitted on or before the closing date for applications.

## C Late Applications

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

After 15 March 2019, the LA will not accept any late applications or changes of preference or changes of circumstances and treat them as 'on-time' applications or preferences, as to do so later would

jeopardise the process of timely LA coordination.

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

## D Coordinating Applications

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

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

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

## E Decisions on Applications

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

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

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

## F 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 2019.
- 6 If a place cannot be allocated at a school named as a preference, a place will be allocated at an alternative school where places are still available. This will be after all those preferencing a school have first been allocated a place. This may be a school some distance from the home address of the applicant.
- 7 No places will be held in reserve for any school.

## G Waiting Lists

- 1 A waiting list will be compiled for all oversubscribed schools and kept until at least 31 December 2019.
- 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 admissions authority for the school.
- 4 Each additional applicant, or change in circumstances of an applicant, will require the waiting list to be reordered in accordance with the relevant oversubscription criteria for that school.
- 5 The admissions authority for each school shall, should a place become available whilst the waiting list is in operation, make available a place to the applicant on the top of the waiting list on the day the place became available.

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

## H Appeals

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



variations to the allocation of places at all schools. All changes will be communicated between the various admissions authorities operating within this scheme, including the LA, schools that are their own admissions authority, and other Local Authorities.

## I

## Timetable

by 12 September 2018	Guide for Parents published online at <a href="http://www.york.gov.uk/guideforparents">www.york.gov.uk/guideforparents</a>
by 12 September 2018	Opening date for applications. 'School admissions application for Primary School in September 2019' form made available and online applications start to be accepted at <a href="http://www.york.gov.uk/schooladmissions">www.york.gov.uk/schooladmissions</a>
by 16 November 2018	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 2019, informing parent/carers that applications should be made online by 15 January 2019. 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 2019' form.
15 January 2019	Closing date for 'on-time' applications (both online and by paper 'School admissions application for Primary School in September 2019' form)
from 16 January 2019	Applications received may be treated as 'late'
by 22 January 2019	Communicate the total number of first preferences expressed to each City of York primary and infant school

by 25 January 2019	Receive information about applicants resident outside the City of York area expressing preferences for schools within the City of York area from other Local Authorities
by 25 January 2019	Provide information about applicants resident in the City of York area expressing preferences for schools outside the City of York area to other Local Authorities for their consideration.
by 01 February 2019	Provide details of all preferences expressed for Voluntary Aided and Academy schools within the City of York area to those schools for their consideration
by 22 February 2019	Receive completed ranked lists of all preferences from Voluntary Aided and Academy schools within the City of York area
by 22 February 2019	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 15 March 2019	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 15 March 2019	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 29 March 2019	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 29 March 2019	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 12 April 2019	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 2019	Allocations communicated to City of York resident applicants by email and/or by letter
29 April 2019 – 31 August 2019	Communicate adjustments to allocations to schools and other admission authorities
04 June 2019	Deadline for return of appeal papers for 'on-time' applicants
19 June 2019 – 19 July 2019	Admission appeals for 'on-time' applicants
September 2019	Start of the school year
31 December 2019	Earliest date waiting lists may close – the exact date for each admission authority may vary according to their admission arrangements.

## J Contact details for correspondence

City of York Council School Services  
 West Offices,  
 Station Rise,  
 York YO1 6GA  
 01904 551554  
[education@york.gov.uk](mailto:education@york.gov.uk)

## K City of York Primary and Infant Schools

Acomb Primary (Community, 5-11)  
Badger Hill Primary (Academy, 5-11)  
Bishopthorpe Infant (Community, 5-7)  
Burton Green Primary (Academy, 5-11)  
Carr Infant (Community, 5-7)  
Clifton Green Primary (Community, 5-11)  
Clifton with Rawcliffe Primary (Academy, 5-11)  
Copmanthorpe Primary (Community, 5-11)  
Dringhouses Primary (Community, 5-11)  
Dunnington CE Primary (Voluntary Controlled, 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 (Community, 5-11)  
Huntington Primary (Academy, 5-11)  
Knavesmire Primary (Academy, 5-11)  
Lakeside Primary (Community, 5-11)  
Lord Deramore's CE Primary (Voluntary Controlled, 5-11)  
Naburn CE Primary (Voluntary Controlled, 5-11)  
New Earswick Primary (Academy, 5-11)  
Osbalwick Primary (Community, 5-11)  
Our Lady Queen of Martyrs RC Primary (Voluntary Aided, 5-11)  
Park Grove Primary (Academy, 5-11)  
Poppleton Ousebank (Academy, 5-11)  
Poppleton Road Primary (Community, 5-11)  
Ralph Butterfield Primary (Community, 5-11)  
Robert Wilkinson Primary (Academy, 5-11)  
Rufforth Primary (Community, 5-11)  
Scarcroft Primary (Academy, 5-11)  
Skelton Primary (Community, 5-11)

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

[View school contact details](#)

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# Junior Schools in the City of York Local Authority area

Coordinated Admissions Scheme

Year 3 entry

2019 – 2020



CITY OF  
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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 2019.
- 2 This scheme complies with the requirements of the School Admissions Code 2014 and all current legislation regarding school admissions.
- 3 This scheme is reviewed each year and subject to a period of consultation amongst schools, governing bodies, admissions authorities, neighbouring local authorities, parent/carers and other interested parties. It is considered within this consultation alongside the admission arrangements of all state-funded schools within the City of York area.
- 4 This scheme applies to all state-funded junior schools in the City of York area who admit pupils at the start of Year 3 as the normal year of entry. It aims to ensure that within the operation of an equal preference system:
  - a) each applicant only receives one offer of a school place;
  - b) each applicant is offered the highest ranked preference school that is available; and
  - c) a single offer is made for all applicants on the same day.
- 5 This scheme applies to applications within the junior admissions round, that is when applying for a place in Year 3 as the normal year of entry to start junior school for the first time. It does not apply to 'in-year' applications for a place at junior or primary school. In-year admissions are those that are made either during the school year, or for admission into year groups other than the normal year of entry. More information on in-year admissions can be found in the City of York In-Year Admissions Policy.



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

## B Making Applications

- 1 The standard way of making applications will be online at [www.york.gov.uk/schooladmissions](http://www.york.gov.uk/schooladmissions) where an online form ('the form') can be completed to apply for a school place. It is expected that most applications will be made online, but where applicants cannot apply online, they may request support from the LA, schools, or a paper application form known as the 'School admissions application for Junior School in September 2019'.
- 2 The form will be used for the purpose of admitting pupils into the first year of junior education by making one single application.
- 3 The form must be used as a means of expressing one or more preferences by applicants who are parent/carers resident in the City of York Local Authority (LA) area wishing to express a preference for their child:
- a) to be admitted to a school within the LA area (including Voluntary Aided Schools and Academies); and/or
  - b) to be admitted to a school located in another LA area (including Voluntary Aided Schools and Academies).
- 4 Applicants resident in other Local Authority areas should apply to the Local Authority in which they are resident and consult the coordinated admissions scheme for that Local Authority area.

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

- 8 Where a Voluntary Aided School or Academy receives a SIF from a City of York resident it will not be regarded as a valid application unless the applicant has also completed the (LA) form and the school is listed as a preference on it.
- 9 If the LA receives more than one application, for example both an online and paper application, and they differ, the LA will query this with the applicant. If the LA receives an application from more than one person claiming parental responsibility for the same child, and the content of these applications differ, the LA will inform both applicants. The LA will then not process any preference(s) that differ until the applicants are either in agreement, or until one applicant can show the legal right to have their preference(s) considered over the preference(s) of the other applicant.
- 10 The closing date for applications is 15 January 2019. Completed forms must be returned to the LA including those applicants who indicate a school outside the City of York area. Completed forms can be returned to the LA via City of York infant or primary schools. Online applications must be submitted on or before the closing date for applications.

## C Late Applications

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

After 15 March 2019, the LA will not accept any late applications or

changes of preference or changes of circumstances and treat them as 'on-time' applications or preferences, as to do so later would jeopardise the process of timely LA coordination.

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

## D Coordinating Applications

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

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

## E Decisions on Applications

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

applicants according to the oversubscription criteria contained within their own admissions policies. These ranked lists will be made available to the LA for the purposes of determining where a place will be offered, and be provided in accordance with the timetable laid out in this scheme.

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

## F 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 2019.
- 6 If a place cannot be allocated at a school named as a preference, a place will be allocated at an alternative school where places are still available. This will be after all those preferencing a school have first been allocated a place. This may be a school some distance from the home address of the applicant.
- 7 No places will be held in reserve for any school.
- 8 Allocations will be made to all City of York pupils even if parent/carers have not applied for a school place as the LA has a responsibility to ensure a school place is available for every pupil. Allocations will not be made where a parent/carer has informed the LA that they intend to either continue or start to –
  - a) educate their child at home; or
  - b) educate their child at an independent school.

## G Waiting Lists

- 1 A waiting list will be compiled for all oversubscribed schools and kept until at least 31 December 2019.
- 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 admissions authority for the school.
- 4 Each additional applicant, or change in circumstances of an applicant,

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

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

## H Appeals

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



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

I Timetable

by 12 September 2018	Guide for Parents published online at <a href="http://www.york.gov.uk/guideforparents">www.york.gov.uk/guideforparents</a>
by 12 September 2018	Opening date for applications. 'School admissions application for Junior School in September 2019' form made available and online applications start to be accepted at <a href="http://www.york.gov.uk/schooladmissions">www.york.gov.uk/schooladmissions</a>
by 16 November 2018	Letter to parent/carers of Year 2 pupils in City of York infant schools informing parent/carers that applications should be made online by 15 January 2019. Parent/carers without access to the internet will be informed they should contact the School Services team for a paper copy of the 'School admissions application for Junior School in September 2019' form.

15 January 2019	Closing date for 'on-time' applications (both online and by paper 'School admissions application for Junior School in September 2019' form)
from 16 January 2019	Applications received may be treated as 'late'
by 22 January 2019	Communicate the total number of first preferences expressed to each City of York junior school
by 25 January 2019	Receive information about applicants resident outside the City of York area expressing preferences for schools within the City of York area from other Local Authorities
by 25 January 2019	Provide information about applicants resident in the City of York area expressing preferences for schools outside the City of York area to other Local Authorities for their consideration.
by 01 February 2019	Provide details of all preferences expressed for Voluntary Aided and Academy schools within the City of York area to those schools for their consideration
by 22 February 2019	Receive completed ranked lists of all preferences from Voluntary Aided and Academy schools within the City of York area
by 22 February 2019	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 15 March 2019	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 15 March 2019	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 29 March 2019	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 29 March 2019	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 12 April 2019	Provide all City of York junior schools with a provisional list of the pupils to be allocated a place at their schools.
16 April 2019	Allocations communicated to City of York resident applicants by email and/or by letter
29 April 2019 – 31 August 2019	Communicate adjustments to allocations to schools and other admission authorities
04 June 2019	Deadline for return of appeal papers for 'on-time' applicants
11 June 2018 – 20 July 2018	Admission appeals for 'on-time' applicants
September 2019	Start of the school year
31 December 2019	Earliest date waiting lists may close – the exact date for each admission authority may vary according to their admission arrangements.

## J Contact details for correspondence

City of York Council School Services  
 West Offices,  
 Station Rise,  
 York YO1 6GA  
 01904 551554

education@york.gov.uk

## K City of York Junior Schools

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

[View school contact details](#)

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# Secondary Schools in the City of York Local Authority area

Coordinated Admissions Scheme

Year 7 entry

2019 – 2020



CITY OF  
**YORK**  
COUNCIL

## A Introduction

- 1 This coordinated scheme provides a framework for a fair and open way of determining applications to start secondary school in September 2019.
- 2 This scheme complies with the requirements of the School Admissions Code 2014 and all current legislation regarding school admissions.
- 3 This scheme is reviewed each year and subject to a period of consultation amongst schools, governing bodies, admissions authorities, neighbouring local authorities, parent/carers and other interested parties. It is considered within this consultation alongside the admission arrangements of all state-funded schools within the City of York area.
- 4 This scheme applies to all state-funded secondary schools in the City of York area who admit pupils at the start of Year 7 as the normal year of entry. It aims to ensure that within the operation of an equal preference system:
  - a) each applicant only receives one offer of a school place;
  - b) each applicant is offered the highest ranked preference school that is available; and
  - c) a single offer is made for all applicants on the same day.
- 5 This scheme applies to applications within the secondary admissions round, that is when applying for a place in Year 7 as the normal year of entry to start secondary school for the first time. It does not apply to 'in-year' applications for a place at secondary school. In-year admissions are those that are made either during the school year, or for admission into year groups other than the normal year of entry. More information on in-year admissions can be found in the City of York In-Year Admissions Policy.

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

## B Making Applications

- 1 The standard way of making applications will be online at [www.york.gov.uk/schooladmissions](http://www.york.gov.uk/schooladmissions) where an online form ('the form') can be completed to apply for a school place. It is expected that most applications will be made online, but where applicants cannot apply online, they may request support from the LA, schools, or a paper application form known as the 'School admissions application for Secondary School in September 2019'.
- 2 The form will be used for the purpose of admitting pupils into the first year of secondary education by making one single application.
- 3 The form must be used as a means of expressing one or more preferences by applicants who are parent/carers resident in the City of York Local Authority (LA) area wishing to express a preference for their child:
- a) to be admitted to a school within the LA area (including Voluntary Aided Schools and Academies); and/or
  - b) to be admitted to a school located in another LA area (including Voluntary Aided Schools and Academies).
- 4 Applicants resident in other Local Authority areas should apply to the Local Authority in which they are resident and consult the coordinated admissions scheme for that Local Authority area.
- 5 The form will invite applicants to –
- a) express in rank order up to five preferences, including Voluntary Aided schools, Academies and schools outside the City of York

area;

- b) give their reasons for their preference(s); and
- c) provide details of their child's home address which should be the

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

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



- 9 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 2018. Completed forms must be returned to the LA including those applicants who indicate a school outside the City of York area. Completed forms can be returned to the LA via City of York primary or junior schools. Online applications must be submitted on or before the closing date for applications.

## C Late Applications

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

After 31 January 2019, the LA will not accept any late applications or changes of preference or changes of circumstances and treat them as 'on-time' applications or preferences, as to do so later would jeopardise the process of timely LA coordination.

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

## D Coordinating Applications

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

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

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

## E Decisions on Applications

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

applicants according to the oversubscription criteria contained within their own admissions policies. These ranked lists will be made available to the LA for the purposes of determining where a place will be offered, and be provided in accordance with the timetable laid out in this scheme.

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

## F 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, 01 March 2019.
- 6 If a place cannot be allocated at a school named as a preference, a place will be allocated at an alternative school where places are still available. This will be after all those preferencing a school have first been allocated a place. This may be a school some distance from the home address of the applicant.
- 7 No places will be held in reserve for any school.
- 8 Allocations will be made to all City of York pupils even if parent/carers have not applied for a school place as the LA has a responsibility to ensure a school place is available for every pupil. Allocations will not be made where a parent/carer has informed the LA that they intend to either continue or start to –
  - a) educate their child at home; or
  - b) educate their child at an independent school.

## G Waiting Lists

- 1 A waiting list will be compiled for all oversubscribed schools and kept until at least 31 December 2019.
- 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 admissions authority for the school.
- 4 Each additional applicant, or change in circumstances of an applicant,

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

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

## H Appeals

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

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

## I Timetable

by 12 September 2018	Guide for Parents published online at <a href="http://www.york.gov.uk/guideforparents">www.york.gov.uk/guideforparents</a>
by 12 September 2018	Opening date for applications. 'School admissions application for Secondary School in September 2019' form made available and online applications start to be accepted at <a href="http://www.york.gov.uk/schooladmissions">www.york.gov.uk/schooladmissions</a>
by 14 September 2018	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 2018. 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 2019' form.
September 2018 – October 2018	Secondary school open evenings
October 2018	Follow-up letter to parent/carers of Year 6 pupils in City of York primary schools following secondary school open evenings
31 October 2018	Closing date for 'on-time' applications (both online and by paper 'School admissions

	application for Secondary School in September 2019' form)
from 01 November 2018	Applications received may be treated as 'late'
by 16 November 2018	Communicate the total number of first preferences expressed to each City of York secondary school
by 16 November 2018	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 16 November 2018	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 7 December 2018	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 2019	Receive completed ranked lists of all preferences from Voluntary Aided and Academy schools within the City of York area
by 11 January 2019	Last date by which Voluntary Aided and Academy schools can notify the Local Authority of an increase in the number of places to be allocated on National Offer Day. This is to allow the Local Authority good time to deliver its co-ordination responsibilities effectively. The number of places cannot be decreased below the PAN.
by 18 January 2019	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 2019	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 2019	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 2019	Final exchange of information, including to whom allocations can be made, from other coordinating Local Authorities for applicants resident in the City of York area
by 27 February 2019	Provide all City of York secondary schools with a provisional list of the pupils to be allocated a place at their schools.
01 March 2019	Allocations communicated to City of York resident applicants by email and/or by letter
11 March 2019 – 31 August 2019	Communicate adjustments to allocations to schools and other admission authorities
29 March 2019	Deadline for return of appeal papers for 'on-time' applicants
29 April 2019 – 27 June 2019	Admission appeals for 'on-time' applicants
September 2019	Start of the school year
31 December 2019	Earliest date waiting lists may close – the exact date for each admission authority may vary according to their admission arrangements.

## J Contact details for correspondence

City of York Council School Services  
 West Offices,  
 Station Rise,  
 York YO1 6GA  
 01904 551554  
[education@york.gov.uk](mailto:education@york.gov.uk)

## K City of York Secondary Schools

All Saints' RC School (Voluntary Aided, 11-18)  
Archbishop Holgate's CE School (Academy, 11-18)  
Fulford School (Community, 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 (Community, 11-16)

[View school contact details](#)

# Community and Voluntary Controlled Primary and Infant Schools

Admissions Policy – Reception entry  
2019 – 2020

## Introduction

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

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

## A Admissions into Reception

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

parent/carers may secure a place at a school under the normal admission arrangements but choose to postpone their child's admission to school, 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 2014 - 31 December 2014	31 December 2019	The start of the 'Spring' term in January 2020
1 January 2015 - 31 March 2015	31 March 2020	The start of the 'Summer' term in April 2020
1 April 2015 - 31 August 2015	31 August 2020	[The start of the 'Autumn' term in September 2020

If you would like to delay your child's entry, so they do not start full-time in September 2019, 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

2019, you must still apply at the normal time. Once allocated a school place, you should then ask the school in writing what part-time provision may be offered, advise them of your child's intended full-time start date and keep in regular contact with the school regarding any changes to this intended date.

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

If you would like to defer your child's entry, so they do not start in Reception in September 2019, but instead start Reception in September 2020, 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.

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 admissions authorities to take part in joint arrangements. More information on delayed and deferred entry can be found in the [City of York Delayed and Deferred Admissions Policy](#).

- 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 30 November 2018. 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 2019. Applications can be made online at [www.york.gov.uk/schooladmissions](http://www.york.gov.uk/schooladmissions). It is expected that most applications will be made online, but where applicants cannot apply online, they may request support from the LA, schools, or a paper application form known as the 'School admissions application for Primary School in September 2019'.
- 7 When making an application, parent/carers are advised to supply any additional information that may be required to the admissions authority in writing, preferably by emailing [education@york.gov.uk](mailto:education@york.gov.uk) with the child's details. For example, additional information will need to be provided when applying on the basis of being 'previously looked after' or having exceptional social or medical needs which relate to the preferred school. Further guidance on additional information can be found in the [Guide for Parents](#).
- 8 Any school's resources, such as teachers and classrooms, have to be used carefully to ensure the best possible standards for education and a safe environment. If no limit were set on the number of children that can go to a school each year these standards could not be maintained. Infant Class Size legislation may also limit the number of pupils that can be admitted in reception, Year 1 and Year 2. For these reasons each school has a Published Admission Number – that is the number of places available that will be offered in the year of entry.



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

## B Oversubscription criteria

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

- 1 **Children who are either currently or have previously been 'looked after'**. This applies to all children who are currently in the care of a local authority and all children who have been adopted from local authority care (subject to an 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 admissions authority that this criterion applies.

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

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

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

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

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

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

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 admissions 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 entrance of the school.

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

contiguous urban area, for example for applications from outside the City of York area, these distances continue to be measured along the road network.

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

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

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

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

## C Appeals

- 1 Applicants refused a place at the school have a statutory right of appeal. If a preference for a place at the school is refused, the applicant will be informed of the reasons and of their right of appeal. This right does not apply if they are allocated a place but it is not in their preferred year group.

- 2 Appeals are heard by an independent appeals panel and their decisions are legally binding in line with the School Admission Appeals Code. We will publish our appeals timetable at [www.york.gov.uk/schooladmissions](http://www.york.gov.uk/schooladmissions) by 28 February 2019. Applicants who wish to appeal should contact the School Services team to request the correct appeal form. Appeal forms should be returned within 20 school days of the date the place was refused.
- 3 Applicants will only be able to appeal once in any one school year unless, in exceptional circumstances, the admissions authority has accepted a second application because of a significant and material change in the circumstances of the parent/carer, child or school.

## D False Information

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

## E Late Applications

- 1 Applications received after the closing date of 15 January 2019 may be treated as 'late' applications – that is processed after all 'on-time' applications.
- 2 Where possible, 'late' applications and changes of preference and/or circumstances will be treated as 'on-time' applications if:
  - a) this is accompanied by a satisfactory reason provided at the time of application; and
  - b) it can be accommodated within the timescales of the coordinated scheme and/or admissions authority's processes.

- 3 Late applications received after the offer day, but before the start of the school year will be processed using the same arrangements and criteria as 'on-time' applications, although the availability of places will depend on where places are still available as well as the preferences of applicants.
- 4 Late applications received after the first day of the school year will be considered as 'in-year' applications, and be subject to the [City of York In Year Admissions Policy](#). However, these preferences, if unsuccessful, will be held on a waiting list until the end of the first term in line with 'on-time' applications as set out in Section F of this scheme.

## F Waiting List

- 1 If a school is oversubscribed, a waiting list will be held from when offers have been made until 31 December 2019. After 31 December 2019, if there is still a waiting list, an 'in-year' waiting list is then held until the end of that school year. Beyond the first school year, refused preferences do not 'roll over' into future school years. Should applicants wish to remain on a waiting list for a future school year, they should submit a new application by 1 June in the relevant year.
- 2 A child's position on the list will be determined by the oversubscription criteria set out in Section B of this policy and will reflect their current circumstances where these circumstances have been provided to the admissions 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 admissions authority agrees requires a new application.

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

## G

## Timetable

by 12 September 2018	Opening date for applications. 'School admissions application for Primary School in September 2019' form made available and online applications start to be accepted at <a href="http://www.york.gov.uk/schooladmissions">www.york.gov.uk/schooladmissions</a>
15 January 2019	Closing date for 'on-time' applications (both online and by paper 'School admissions application for Primary School in September 2019' form)
from 16 January 2019	Applications received may be treated as 'late'
16 April 2019	National Offer Day
04 June 2019	Deadline for return of appeal papers for 'on-time' applicants
19 June 2019 – 19 July 2019	Admission appeals for 'on-time' applicants
September 2019	Start of the school year
31 December 2019	Waiting list for all community and voluntary controlled primary and infant schools closes

## H

## Contact details for correspondence

City of York Council School Services  
 West Offices,  
 Station Rise,  
 York YO1 6GA  
 01904 551554  
[education@york.gov.uk](mailto:education@york.gov.uk)

I

City of York Community and Voluntary Controlled Primary and Infant Schools

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

[View school contact details](#)



# Community and Voluntary Controlled Junior Schools

Admissions Policy – Year 3 entry

2019 – 2020



CITY OF  
**YORK**  
COUNCIL

## Introduction

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

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

## A Admissions into Year 3

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

If you would like to accelerate your child's entry, you should then put a

formal request in writing, together with any supporting information, an details of whether your child has previously been educated out of their chronological age group, by no later than 30 November 2018. 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 15 January 2019. Applications can be made online at [www.york.gov.uk/schooladmissions](http://www.york.gov.uk/schooladmissions). It is expected that most applications will be made online, but where applicants cannot apply online, they may request support from the LA, schools, or a paper application form known as the 'School admissions application for Junior School in September 2019'.
- 4 When making an application, parent/carers are advised to supply any additional information that may be required to the admissions authority by emailing [education@york.gov.uk](mailto:education@york.gov.uk) with the pupil's details. For example, additional information will need to be provided when applying on the basis of being 'previously looked after' or having exceptional social or medical needs which relate to the preferred school. Further guidance on additional information can be found in the [Guide for Parents](#).

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

## B Oversubscription criteria

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

- 1 **Pupils who are either currently or have previously been 'looked after'.** This applies to all pupils who are currently in the care of a local authority and all pupils who have been adopted from local authority care (subject to an 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 admissions authority that this criterion applies.

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

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

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

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

The LA uses the address provided in the application, and using GIS software, determines which catchment area an address, and therefore a pupil, resides in. This address must be the address at which the pupil

is ordinarily resident. Further detailed advice on addresses is contained within the [Guide for Parents](#).

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

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 admissions authority would have to be satisfied that the pupil's needs were such that the preferred school would be the most suitable school for the pupil.

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

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

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

- 6 **Pupils who attend Year 2 at the named feeder school for the preferred school at the time of the closing date for applications.** The closing date of applications is 15 January in the year of admission. Each City of York Junior school has only one named feeder school.

For Archbishop of York's CE Junior School the named feeder school is Bishopthorpe Infant School.

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

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

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

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

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

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



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

## C Appeals

- 1 Applicants refused a place at the school have a statutory right of appeal. If a preference for a place at the school is refused, the applicant will be informed of the reasons and of their right of appeal. This right does not apply if they are allocated a place but it is not in their preferred year group.
- 2 Appeals are heard by an independent appeals panel and their decisions are legally binding in line with the School Admission Appeals Code. We will publish our appeals timetable at [www.york.gov.uk/schooladmissions](http://www.york.gov.uk/schooladmissions) by 28 February 2019. Applicants who wish to appeal should contact the School Services team to request the correct appeal form. Appeal forms should be returned within 20 school days of the date the place was refused.
- 3 Applicants will only be able to appeal once in any one school year unless, in exceptional circumstances, the admissions authority has accepted a second application because of a significant and material change in the circumstances of the parent/carer, pupil or school.

## D False Information

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

## E Late Applications

- 1 Applications received after the closing date of 15 January 2019 may be treated as 'late' applications – that is processed after all 'on-time' applications.
- 2 Where possible, 'late' applications and changes of preference and/or circumstances will be treated as 'on-time' applications if:
  - a) this is accompanied by a satisfactory reason provided at the time of application; and
  - b) it can be accommodated within the timescales of the coordinated scheme and/or admissions authority's processes.
- 3 Late applications received after the offer day, but before the start of the school year will be processed using the same arrangements and criteria as 'on-time' applications, although the availability of places will depend on where places are still available as well as the preferences of applicants.
- 4 Late applications received after the first day of the school year will be considered as 'in-year' applications, and be subject to the [City of York In Year Admissions Policy](#). However, these preferences, if unsuccessful, will be held on a waiting list until the end of the first term in line with 'on-time' applications as set out in Section F of this scheme.

## F Waiting List

- 1 If a school is oversubscribed, a waiting list will be held from when offers have been made until 31 December 2019. After 31 December 2019, if there is still a waiting list, an 'in-year' waiting list is then held until the end of that school year. Beyond the first school year, refused preferences do not 'roll over' into future school years. Should applicants wish to remain on a waiting list for a future school year, they should submit a new application by 1 June in the relevant year.
- 2 A pupil's position on the list will be determined by the oversubscription criteria set out in Section B of this policy and will reflect their current circumstances where these circumstances have been provided to the admissions 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 admissions authority agrees requires a new application.
- 4 Being on a waiting list does not affect a parent's/carer's right of appeal against an unsuccessful preference.

## G

## Timetable

by 12 September 2018	Opening date for applications. 'School admissions application for Junior School in September 2019' form made available and online applications start to be accepted at <a href="http://www.york.gov.uk/schooladmissions">www.york.gov.uk/schooladmissions</a>
15 January 2019	Closing date for 'on-time' applications (both online and by paper 'School admissions application for Junior School in September 2019' form)
from 16 January 2019	Applications received may be treated as 'late'
16 April 2019	National Offer Day
04 June 2019	Deadline for return of appeal papers for 'on-time' applicants
19 June 2019 – 19 July 2019	Admission appeals for 'on-time' applicants
September 2019	Start of the school year
31 December 2019	Waiting list for all community and voluntary controlled junior schools closes

## H Contact details for correspondence

City of York Council School Services  
 West Offices,  
 Station Rise,  
 York YO1 6GA  
 01904 551554  
[education@york.gov.uk](mailto:education@york.gov.uk)

I

## City of York Community and Voluntary Controlled Junior Schools

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

[View school contact details](#)

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# Community and Voluntary Controlled Secondary Schools

Admissions Policy – Year 7 entry

2019 – 2020

## Introduction

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



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

## A Admissions into Year 7

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

If you would like to accelerate your child's entry, you should then put a

formal request in writing, together with any supporting information, an details of whether your child has previously been educated out of their chronological age group, by no later than 30 November 2018. 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 2018. Applications can be made online at [www.york.gov.uk/schooladmissions](http://www.york.gov.uk/schooladmissions). It is expected that most applications will be made online, but where applicants cannot apply online, they may request support from the LA, schools, or a paper application form known as the 'School admissions application for Secondary School in September 2019'.
- 4 When making an application, parent/carers are advised to supply any additional information that may be required to the admissions authority in writing, preferably by emailing [education@york.gov.uk](mailto:education@york.gov.uk) with the pupil's details. For example, additional information will need to be provided when applying on the basis of being 'previously looked after' or having exceptional social or medical needs which relate to the preferred school. Further guidance on additional information can be found in the [Guide for Parents](#).

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

## B Oversubscription criteria

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

- 1 **Pupils who are either currently or have previously been 'looked after'.** This applies to all pupils who are currently in the care of a local authority and all pupils who have been adopted from local authority care (subject to an 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 admissions authority that this criterion applies.

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

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

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

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

The LA uses the address provided in the application, and using GIS software, determines which catchment area an address, and therefore a pupil, resides in. This address must be the address at which the pupil

is ordinarily resident. Further detailed advice on addresses is contained within the [Guide for Parents](#).

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

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 admissions 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 entrance of the school.

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

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

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

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

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

## C Appeals

- 1 Applicants refused a place at the school have a statutory right of appeal. If a preference for a place at the school is refused, the applicant will be informed of the reasons and of their right of appeal. This right does not apply if they are allocated a place but it is not in their preferred year group.
- 2 Appeals are heard by an independent appeals panel and their decisions are legally binding in line with the School Admission Appeals Code. We will publish our appeals timetable at [www.york.gov.uk/schooladmissions](http://www.york.gov.uk/schooladmissions) by 28 February 2019. Applicants who wish to appeal should contact the School Services team to request the correct appeal form. Appeal forms should be returned within 20 school days of the date the place was refused.
- 3 Applicants will only be able to appeal once in any one school year unless, in exceptional circumstances, the admissions authority has accepted a second application because of a significant and material change in the circumstances of the parent/carer, pupil or school.

## D False Information

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

## E Late Applications

- 1 Applications received after the closing date of 31 October 2018 may be treated as 'late' applications – that is processed after all 'on-time' applications.
- 2 Where possible, 'late' applications and changes of preference and/or circumstances will be treated as 'on-time' applications if:
  - a) this is accompanied by a satisfactory reason provided at the time of application; and
  - b) it can be accommodated within the timescales of the coordinated scheme and/or admissions authority's processes.
- 3 Late applications received after the offer day, but before the start of the school year will be processed using the same arrangements and criteria as 'on-time' applications, although the availability of places will depend on where places are still available as well as the preferences of applicants.
- 4 Late applications received after the first day of the school year will be considered as 'in-year' applications, and be subject to the [City of York In Year Admissions Policy](#). However, these preferences, if unsuccessful, will be held on a waiting list until the end of the first term in line with 'on-time' applications as set out in Section F of this scheme.

## F Waiting List

- 1 If a school is oversubscribed, a waiting list will be held from when offers have been made until 31 December 2019. After 31 December 2019, if there is still a waiting list, an 'in-year' waiting list is then held until the end of that school year. Beyond the first school year, refused preferences do not 'roll over' into future school years. Should applicants wish to remain on a waiting list for a future school year, they



should submit a new application by 1 June in the relevant year.

- 2 A pupil's position on the list will be determined by the oversubscription criteria set out in Section B of this policy and will reflect their current circumstances where these circumstances have been provided to the admissions 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 admissions authority agrees requires a new application.
- 4 Being on a waiting list does not affect a parent's/carer's right of appeal against an unsuccessful preference.

## G

## Timetable

by 12 September 2018	Opening date for applications. 'School admissions application for Secondary School in September 2019' form made available and online applications start to be accepted at <a href="http://www.york.gov.uk/schooladmissions">www.york.gov.uk/schooladmissions</a>
September 2018 – October 2018	Secondary school open evenings
31 October 2018	Closing date for 'on-time' applications (both online and by paper 'School admissions application for Secondary School in September 2019' form)

from 01 November 2018	Applications received may be treated as 'late'
01 March 2019	National Offer Day
29 March 2019	Deadline for return of appeal papers for 'on-time' applicants
29 April 2019 – 27 June 2019	Admission appeals for 'on-time' applicants
September 2019	Start of the school year
31 December 2019	Waiting list for all community and voluntary controlled secondary schools closes

## H Contact details for correspondence

City of York Council School Services  
 West Offices,  
 Station Rise,  
 York YO1 6GA  
 01904 551554  
[education@york.gov.uk](mailto:education@york.gov.uk)

## I City of York Community and Voluntary Controlled Secondary Schools

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

[View school contact details](#)



# Fulford School

Admissions Policy – Year 12 entry

2019 – 2020

## Introduction

- 1 The City of York Council is the Admissions Authority for Fulford 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](http://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. **Students who are either currently or have previously been 'looked after'**. This applies to all students who are in the care of a local authority and all students who have been adopted from local authority care (subject to an adoption, residence or special guardianship order);
  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 to School Catchment Areas](#), online at [www.york.gov.uk](http://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 to School Catchment Areas](#), online at [www.york.gov.uk](http://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 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 by the Authority's admissions software.

- 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 2019, where places are still available. Although students can apply at any time, groupings will be based on Easter numbers so later applications may be harder to accommodate.

## G Timetable for admission

December 2018 – February 2019	Students complete application
February 2019 – April 2019	Application processed
April 2019	Decision on application (subject to results) communicated to students
August 2019	Year 11 results published
August 2019	Admission confirmed or refused
September 2019	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  
01904 633300  
office@fulford.york.sch.uk

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

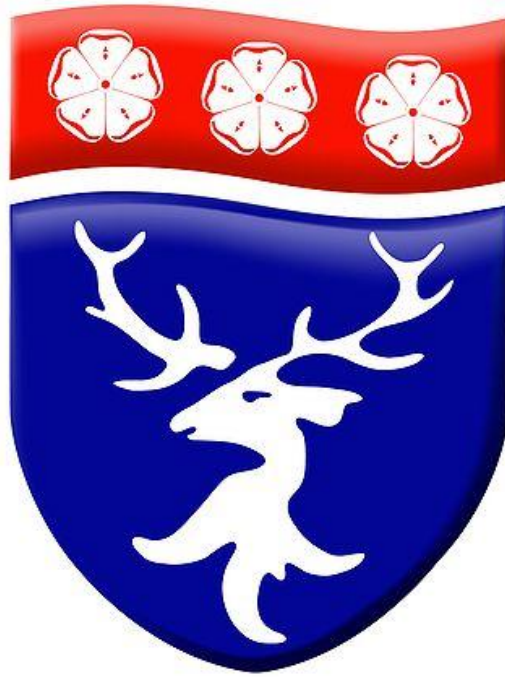


[www.fulford.york.sch.uk](http://www.fulford.york.sch.uk)

[www.york.gov.uk/schools](http://www.york.gov.uk/schools)

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# Huntington School

Admissions Policy – Year 12 entry

2019 – 2020

## Introduction

- 1 The City of York Council is the Admissions 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](http://www.york.gov.uk/guideforparents) or upon request from the School Services team.

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

## A Admissions into Year 12

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

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

## B Minimum entry requirements

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

## C Oversubscription Criteria

- 1 Where the number of eligible external applicants for a course of study exceeds the places available, then admission will be determined in accordance with the following priority of admission criteria:
  1. **Students who are either currently or have previously been 'looked after'**. This applies to all students who are in the care of a local authority and all students who have been adopted from local authority care (subject to an 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 in the [Guide to School Catchment Areas](#), online at

www.york.gov.uk, and upon request from the School Services team. Siblings are defined as brothers or sisters living in the same house, as their primary place of residence (including half-, step- and foster-brothers or sisters);

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

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

## D Appeals

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

## E False Information

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

## F Late Applications

Late applications will be considered up to the end of the first full week of the Autumn Term 2019.

## G Timetable for admission

December 2018	Students complete application
December 2018	School accepts application and informs parent application has been received
February 2019	Application processed
August 2019	Year 11 results published
August 2019	Admission confirmed or refused
September 2019	Independent Appeals

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

## H Contact details for correspondence

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

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





# The Joseph Rowntree School

Admissions Policy – Year 12 entry

2019 – 2020

## Introduction

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

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

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

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

## A Admissions into Year 12

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

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

## B Minimum entry requirements

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

## C Oversubscription criteria

- 1 Where the number of eligible external applicants for a course of study exceeds the places available, then admission will be determined in accordance with the following priority of admission criteria:
  1. **Students who are either currently or have previously been 'looked after'**. This applies to all students who are in the care of a local authority and all students who have been adopted from local authority care (subject to an adoption, residence or special guardianship order);
  2. **Students who live within the catchment area normally served by The Joseph Rowntree School, with a sibling at The Joseph Rowntree School at the time of admission.** Catchment areas are designated by the Local Authority and are made available

to parent/carers in the [Guide to School Catchment Areas](#), online at [www.york.gov.uk](http://www.york.gov.uk), and upon request from the School Services team. Siblings are defined as brothers or sisters living in the same house, as their primary place of residence (including half-, step- and foster-brothers or sisters);

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

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

## D Appeals

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

## E False Information

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

## F Late Applications

Late applications will be considered up to the end of the first full week of the Autumn Term 2018, where spaces are still available.

## G Timetable for admission

November 2018- January 2019	Students complete application
January 2019 – March 2019	Application processed
March 2019	School accepts application, subject to Year 11 results and this is communicated to both students and parents
August 2019	Year 11 results published
August 2019	Admission confirmed or refused
September 2019	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

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