



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 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 60 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; students who have previously been in the care of a local authority, and who immediately after being looked after became subject to an adoption, residence, or special guardianship order; or students who are provided with accommodation by a local authority (see section 22 of the Children Act 1989);
 2. 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, and upon request from the School Services team;

3. Students considered by The Joseph Rowntree School to have exceptional social or medical needs which relate to The Joseph Rowntree School; 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;
 4. Students with siblings 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- and step-brothers or sisters);
 5. 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.
- 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 if the student's chosen course is not full.

D Appeals

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.

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 2015, where spaces are still available.

G Timetable for admission

December 2014	Students complete application
January 2015	School accepts application, subject to Year 11 results and this is communicated to both students and parents.
January 2015 – March 2015	Application processed
August 2015	Year 11 results published
August 2015	Admission confirmed or refused
September 2015	Independent Appeals

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

H Contact details for correspondence

The Joseph Rowntree School
Haxby Road,
New Earswick,
York YO32 4BZ
01904 552100

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