



Notice of meeting of

Decision Session - Executive Member for Children & Young People's Services

To: Councillor Runciman (Executive Member)

Date: Tuesday, 13 April 2010

Time: 4.00 pm

Venue: The Guildhall, York

AGENDA

Notice to Members - Calling In:

Members are reminded that, should they wish to call in any item on this agenda, notice must be given to Democracy Support Group by:

10:00 am on Monday 12 April 2010, if an item is called in *before* a decision is taken, *or*

4:00 pm on Thursday 15 April 2010, if an item is called in *after* a decision has been taken.

Items called in will be considered by the Scrutiny Management Committee.

Any written representations in respect of the items on the agenda should be submitted to Democratic Services by **5.00pm on Friday 9 April 2010**.

1. **Declarations of Interest**

At this point Members are asked to declare any personal or prejudicial interests they may have in the business on the agenda.

- 2. Minutes** (Pages 3 - 6)
To approve and sign the minutes of the Decision Session of the Executive Member for Children and Young People's Services held on 16 March 2010.

- 3. Public Participation**
At this point in the meeting, members of the public who have registered their wish to speak at the meeting can do so. The deadline for registering is **5.00 pm on Monday 12 April 2010**.

Members of the public may register to speak on:-

- An item on the agenda
- An issue within the Executive Member's remit
- An item that has been published on the Information Log since the last session.

- 4. York Youth Community Action Pilot** (Pages 7 - 40)
The purpose of this report is to update the Executive Member on the Youth Community Action Pilot and seek approval for funding for projects recommended by the Youth Community Action Pilot Grant Fund Assessment Panel.

- 5. Co-ordinated Admission Arrangements and Admission Limits for Primary and Secondary Schools in York from September 2011** (Pages 41 - 90)
This report seeks the Executive Member's approval of the City of York co-ordinated schemes and admissions policies for both primary and secondary schools for the 2011/12 academic year and of the proposed individual school maximum admission limits for the academic year beginning in September 2011.

- 6. Urgent Business**
Any other business which the Executive Member considers urgent under the Local Government Act 1972.

Information Log

No items have been published on the Information Log since the last decision session.

Democracy Officer:

Name: Jayne Carr

Contact Details:

Telephone – (01904) 552030

Email – jayne.carr@york.gov.uk

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.

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Would you like to speak at this meeting?

If you would, you will need to:

- register by contacting the Democracy Officer (whose name and contact details can be found on the agenda for the meeting) **no later than 5.00 pm** on the last working day before the meeting;
- ensure that what you want to say speak relates to an item of business on the agenda or an issue which the committee has power to consider (speak to the Democracy Officer for advice on this);
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Further information about what's being discussed at this meeting

All the reports which Members will be considering are available for viewing online on the Council's website. Alternatively, copies of individual reports or the full agenda are available from Democratic Services. Contact the Democracy Officer whose name and contact details are given on the agenda for the meeting. **Please note a small charge may be made for full copies of the agenda requested to cover administration costs.**

Access Arrangements

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If you have any further access requirements such as parking close-by or a sign language interpreter then please let us know. Contact the Democracy Officer whose name and contact details are given on the order of business for the meeting.

Every effort will also be made to make information available in another language, either by providing translated information or an interpreter providing sufficient advance notice is given. Telephone York (01904) 551550 for this service.

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Holding the Executive to Account

The majority of councillors are not appointed to the Executive (40 out of 47). Any 3 non-Executive councillors can 'call-in' an item of business from a published Executive (or Executive Member Decision Session) agenda. The Executive will still discuss the 'called in' business on the published date and will set out its views for consideration by a specially convened Scrutiny Management Committee (SMC). That SMC meeting will then make its recommendations to the next scheduled Executive meeting in the following week, where a final decision on the 'called-in' business will be made.

Scrutiny Committees

The purpose of all scrutiny and ad-hoc scrutiny committees appointed by the Council is to:

- Monitor the performance and effectiveness of services;
- Review existing policies and assist in the development of new ones, as necessary; and
- Monitor best value continuous service improvement plans

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City of York Council

Committee Minutes

MEETING	DECISION SESSION - EXECUTIVE MEMBER FOR CHILDREN & YOUNG PEOPLE'S SERVICES
DATE	16 MARCH 2010
PRESENT	COUNCILLOR RUNCIMAN (EXECUTIVE MEMBER)

23. DECLARATIONS OF INTEREST

The Executive Member was invited to declare at this point in the meeting any personal or prejudicial interests she might have in the business on the agenda. None were declared.

24. MINUTES

RESOLVED: That the minutes of the Executive Member for Children and Young People's Services Decision Session held on 25 January 2010 be approved and signed as a correct record.

25. PUBLIC PARTICIPATION

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

26. EARLY YEARS SINGLE FUNDING FORMULA - CONSULTATION RESPONSES

The Executive Member received a report that detailed the responses received from schools and private, voluntary and independent (PVI) providers to the consultation document on reviewing funding for the free entitlement to 15 hours per week early years education for all three and four year olds. The consultation document had been approved by the Executive Member in September 2009.

The report also provided an update on the announcement by the Department for Children, Schools and Families (DCSF) to delay the statutory deadline for implementation of the new formula to April 2011. Authorities who wished to implement the new formula in April 2010 had been given the option to join an early implementation pathfinder group.

The Executive Member considered the following options:

Option 1: Reject the proposed formula and ask the Early Years Reference Group (EYRG), supported by officers, to develop alternative proposals in time for the delayed implementation date of April 2011.

Option 2: Implement the proposed formula as planned in April 2010. This would entail the authority applying to the DCSF to become a pathfinder.

Option 3: Agree the proposed formula, but delay implementation until April 2011.

It was noted that the Early Years Reference Group (EYRG) and the Schools Forum had both met to review the results of the consultation and had confirmed their endorsement of the proposals.

The Executive Member expressed her appreciation of the work that the EYRG and officers had carried out in developing the new formula.

- RESOLVED: (i) That the proposals set out in the consultation document at Annex 1 of the report (including option 1 under proposal 4b) be approved.
- (ii) That the implementation of the new formula be delayed until April 2011.
- (iii) That officers be requested to report to the Executive Member any further changes in national policy or guidance prior to April 2011.

REASON: To ensure that the new single formula for funding the free entitlement for three and four year old nursery provision is set and ready to be in place by the revised statutory deadline of April 2011.

27. APPOINTMENT OF LOCAL AUTHORITY (LA) SCHOOL GOVERNORS

The Executive Member considered a report that informed her of the current position with regard to vacancies for Local Authority (LA) seats on governing bodies, listed current nominations for those vacancies (detailed in Annex 1 to the report) and requested the appointment or reappointment of the listed nominees.

The Executive Member was pleased to note that the vacancy rate remained low.

Officers drew attention to delays in receiving Criminal Records Bureau (CRB) checks and which had resulted in three of the nominations not yet having been CRB cleared.

- RESOLVED: (i) That the appointment and re-appointment of Local Authority Governors, as proposed in Annex 1 of the report, be approved.¹
- (ii) That, in respect of those nominees for whom CRB clearance has not yet been received, the appointment be subject to CRB clearance and appropriate interim arrangements being put into place.

REASON: To ensure that local authority places on school governing bodies continue to be effectively filled.

Action Required

1. Notify nominees and governing bodies of the appointments SP

28. SCHOOLS CAPITAL PROGRAMME UPDATE 2010/11

The Executive Member received a report that gave details of recent progress on major schemes within the Children and Young People's Capital Programme and informed her of schemes proposed for 2010/11 and of revisions to the programme.

Officers gave details of some of the projects outlined in the report, including bids to support the provision of facilities for 14-19 diplomas, improvements to the accommodation and facilities at Applefields School and renewal of heating systems at Huntington and Fulford schools.

Officers confirmed to the Executive Member that the replacement heating system would be sustainable.

RESOLVED: (i) That the schemes outlined in the report be developed from within the available resources of the approved capital programme.

(ii) That the revised schemes and funding of the capital programme, as detailed in Annex A of the report, be agreed by the Executive Member and recommended to the Executive for approval as part of the next corporate capital programme monitoring report.¹

REASON: To enable the effective management and monitoring of the capital programme.

Action Required

1. Include as item on Forward Plan ST

29. "ME TOO" ACTIVITY SUBSIDY

The Executive Member received a report that provided an update on the progress of the "Me Too" Activity Subsidy pilot and which set out plans for a city-wide roll out. "Me Too" is the local branding of the funds known nationally as "Extended Schools Disadvantage Subsidy Funding".

Officers gave details of the work that had already taken place including requesting that schools nominated a member of staff to lead on the pilot and consulting with children to ensure that the activities offered would be ones with which they would engage. Attention was drawn to paragraph 9 of the report, which detailed a widening of the eligibility criteria.

The Executive Member stated that it was important that Governors were also aware of this initiative and the ring-fenced funding. It was noted that

Governing Bodies had been asked to nominate a governor with an overview of extended services and it was suggested that a briefing on “Me Too” should be made available to them.

The Executive Member stated that she welcomed the project and requested that an update report be presented to her. Suggested issues for inclusion in the report included the take-up of the funding, success in reaching vulnerable groups, the variety of activities available and the impact of the funding.

- RESOLVED: (i) That the contents of the report, including the plans for rolling out the “Me Too” subsidy across the whole city and delivery through clusters based on Schools Sports Partnerships, be noted.
- (ii) That a further update on progress be presented to the Executive Member in six months time.¹

REASON: To ensure that York is well placed to take advantage of the Extended Services Disadvantage Subsidy funding.

Action Required

1. Report to be presented to Executive Member September 2010 ST

30. PARENT SUPPORT ADVISERS: THE CITY OF YORK EXPERIENCE

The Executive Member received a report that provided an update on the Parent Support Adviser programme that was being delivered as a pilot with three small clusters of schools in York.

Details were given of the work that the three parent support advisers were carrying out at levels 1 and 2 of the tiers of intervention. Because of their independent role it was proving easier to establish relationships with parents. The schools involved in the pilot had also welcomed this initiative

At the request of the Executive Member, officers outlined referral routes to the support.

The Executive Member stated that she welcomed this initiative as an excellent way of further developing links between home and school.

RESOLVED: That the contents of the report be noted.

REASON: To ensure that schools and families in York can benefit from the Parent Support Adviser role.



Decision Session - Executive Member for Children and Young People's Services

13 April 2010

Report of the Director of Adults, Children and Education Services

York Youth Community Action Pilot

Summary

1. This purpose of this report is to:
 - a. provide the Executive Member with background information on the York Youth Community Action Pilot;
 - b. inform the Executive Member of the results of Round One of the York Youth Community Action Pilot Grant Fund bidding; and
 - c. ask the Executive member to approve the funding to projects recommended by the Youth Community Action Pilot Grant Fund Assessment Panel.
2. As the grant assessment process will not complete until 9 April, a list of projects recommended for funding will be tabled at the meeting.

Background

3. Following a comprehensive application process in December 2009, the City of York was selected as one of five national pilots to develop 'Community Action' (volunteering) amongst 14-16 year olds, for a defined period up until March 2011. The pilot, which is fully funded by the Department of Children, Schools and Families (DCSF), aims to test methods of engagement and ways of delivering volunteering opportunities for 14-16 year olds throughout the city. York's Youth Community Action pilot is managed by the City of York Council in partnership with York Council for Voluntary Service and York Cares. The Secretary of State for Children and Families formally launched the Pilot at an event, attended by two of York's 14-16 year old volunteers, in London on 22 March 22.
4. The DCSF have awarded York a total of £1.38 million for the pilot. Three full time officers have been appointed to work on it: a project manager within the Council, and two volunteering co-ordinators within York CVS and York Cares.
5. Half of the pilot funding, £695,000, will be distributed directly to wide range of organisations and individuals (including statutory organisations) to fund the delivery of volunteering opportunities in the heart of the community during the pilot period. Organisations and individuals have been invited to bid for funding

support in three rounds of grant funding. Since 19 February 2010, Round One funding applications have been invited from groups who can deliver volunteering opportunities for 14-16 year olds (see Annex A for application form and Annex B for application guidance). Organisations have been assessed against the following criteria:

- Activities must involve 14-16 year old volunteers who are residents of York, or who go to school in York;
 - Benefits to young people and the wider community;
 - Engaging with young people from hard to reach groups;
 - Appropriate safeguarding arrangements;
 - Adherence to principles of equality and diversity.
6. Round One closed on Friday 19 March 2010. Initial assessment of bids was carried out by officers of the Grants and Partnership Team with support from the Strategic Partnership Team and Corporate Finance. The initial assessment involved:
- Conducting an eligibility check to ensure compliance with the criteria specified in the guidance;
 - Assessing eligible bids against priority criteria outlined in the guidance;
 - Producing a report to summarise the outcome of the assessment;
 - Moderation exercise to ensure consistency of officer's assessment.
7. A panel was convened to make recommendations on the allocation of the funds. The panel included both internal (CYC) and external organisations and was selected on the basis of local and children's services experience/ knowledge. Representatives included senior staff from: Learning City York; the Local Strategic Partnership; schools; the third sector; and a young person's representative.
8. The Assistant Director, Partnerships & Early Intervention, chaired the Panel but did not vote as part of the panel's deliberations on the individual schemes. Each panel member separately ranked every scheme and these scores were added together and then discussed at a meeting. All panel members were asked to declare any specific 'interests' or involvement in projects. Officers then employed a process to remove the potential effects of these interests on any scheme where it was deemed that the 'interest' was significant.
9. This list of panel recommendations will be tabled at the meeting on 13th April 2010. (*Attached as Annex C*) If the recommendations are approved, the next steps in allocating the Youth Community Action Pilot Grant Fund will be to:
- Notify the successful bidders via a grant offer letter, with any relevant conditions and an Acceptance form;
 - Notify unsuccessful bidders with some details of why they were unsuccessful and how their bid could be improved (in case they want to re-apply in a subsequent round);

- Upon receipt of the signed Acceptance form and any required extra paperwork, payment will be made. In line with the Compact code of conduct on grants, partial payments will be made in advance to Third sector organisations, with subsequent payments made on receipt of satisfactory financial expenditure information and monitoring/ evaluation reports.
10. In view of the very short timescale for application in Round One, any applications that miss the Round One deadline will be put forward automatically for consideration in Round Two, which closes for applications at 12.00 noon on Friday 16 April 2010. Round three will close at 12 noon on Friday 27 August 2010.
 11. Young people are also invited to apply for funding for volunteering projects of their own design. These bids will be accepted at any time and will be assessed through a rolling programme of assessment. The engagement of young people is essential to the success of this project and a YorkKash type panel of young people will be asked assess and approve young peoples bids.

Consultation

12. Widespread consultation was undertaken, both internally and externally, during the development the original application to the DCSF. Consultation confirmed support for the development of a grant fund that would enable a wide range of organisations to apply to help deliver the objectives of the pilot and generate a variety of volunteering opportunities for young people.
13. Round One of the grant fund has been advertised widely via existing networks and in the local media. The advertising included full page adverts in the York Press on three occasions and featured on the home page of City of York Council website. During the course of the pilot the fund will also feature in adverts on Minster FM, Vue Cinema and Local Link. All of this marketing activity is fully funded by the DCSF grant. Organisations have been invited to apply for funding to deliver volunteering projects in which young people 'define and engage in community actions which matter to them, with demonstrable impacts in their school/community'.
14. In the grant application form (Annex A) organisations were required to demonstrate the need and demand for their proposed project, for example by making reference to surveys, consultations or feedback. The grants assessment process will be prioritising projects that, amongst other things, can demonstrate the support of young people and local communities.

Options

15. The executive member may approve the funding recommendations or ask officers to review their recommendations and or selection criteria.

Analysis

16. An analysis of the first round of funding applications will be conveyed orally at the meeting.

Corporate Objectives

17. The activities that will take place within the Youth Community Action Pilot will contribute to the following LAA targets:
 - NI 6 – Participation in regular volunteering (Inclusive City)
 - NI 7 – Environment for a thriving Third Sector (Inclusive City)
 - NI 110 – Young Peoples Participation in Positive Activities (City of Culture)
 - The pilot will also contribute to many of the priorities of York's Children and Young People's Plan 2009-2012, specifically with reference to 'Making a Positive Contribution'.
18. The grants guidance document (Annex B) states that 'Community Action' activities undertaken by young people must have 'demonstrable impacts in their school/community'. The grants assessment panel will aim to fund a range of different types of volunteering activities including arts, sport, environmental, citizenship and democracy, leadership, mentoring and support, resulting in benefits to the community which could potentially reach across all strands of the Corporate Strategy.

Implications

Financial

19. The DCSF have awarded York's Youth Community Action Pilot a total of £1.38 million and have approved a budget breakdown in which £695,000 of revenue funding will be distributed to partners/deliverers. The grants process will take place over three rounds of funding during 2010. Funds will be distributed in line with CYC Financial Regulations - Grants Supplementary Guide.
20. Spending must be completed by March 2011.
21. Applicants are being assessed on financial need, in line with the above Guide.
22. Grants can be for 100% of the costs and, in line with the Compact Code of Good practice, applicants can include indirect costs or overheads (also known as Full Cost Recovery).
23. All grants, staff and project costs are totally funded from the DCSF funding.

Human Resources (HR)

24. There are no human resources implications. Project staff have been recruited in line with delegated authority within the Directorate.

Equalities

25. During the course of the pilot the project will engage with a minimum of 90% of the 4,774 14-16 year olds in York, 4,296 young people. The project is committed to providing opportunities for young people who are hard to reach, including those who are disabled or identified as in need of additional services. The grant application form requires organisations to specify how many young volunteers they plan to recruit from the following groups:
- Young people with disabilities
 - Young people with learning difficulties
 - Young people on alternative learning programmes
 - Young people from deprived areas of York
 - Young people from black and ethnic minority groups
 - Looked after young people
 - Other hard to reach groups
26. Projects that aim to recruit significant numbers of 14-16 year olds from these hard to reach groups (and provide convincing evidence of how they will achieve this), will receive additional weighting in the assessment process.

Legal

27. There are no legal implications.

Crime and Disorder

28. There are no crime and disorder implications.

Information Technology (IT)

29. There are no IT implications.

Property

30. There are no property implications.

Risk Management

31. The project has an active risk log that is regularly reviewed and updated.
32. Financial risk will be managed through a rigorous assessment of bids, strict financial review and quarterly monitoring.
33. Risk to individuals will be managed through risk assessment undertaken by groups. This will be assessed as part of the bidding process and will be reviewed, using the experience of Schools and CYC H&S officers.

Recommendations

34. The Executive Member is invited to:

- Note the process underway for local implementation of the Youth Community Action Grant Fund
- Approve for funding the list of projects recommended by the York Youth Community Action Grant Fund's Project Board.

Reasons:

- The assessment process has been rigorous and effective.
- The projects offer a great opportunity for CYC to work with the voluntary groups of York and provide the city's 14-16 year olds with a range of opportunities that would have otherwise been unavailable to them.

Contact Details

Author:

Mik O'Connell
YYCAP Project Manager
Dept Name
Tel No. 01904 554416

Chief Officer Responsible for the report:

Paul Murphy
Assistant Director (Partnerships & Early Intervention)
Adults, Children and Education Services

**Report
Approved**



Date 29 March 2010

Specialist Implications Officer(s)

Finance: Sue Rothney, City of York Council, 01904 554571

Wards Affected:

All

For further information please contact the author of the report

Annexes

Annex A – York Youth Community Action Pilot Grant Fund Application Form
Annex B - York Youth Community Action Pilot Grant Fund Information and Guidance
Annex C – Panel recommendations for Round One

YORK YOUTH COMMUNITY ACTION PILOT



Supported by
department for
children, schools and families

APPLICATION FORM FOR GRANT FUNDING – ORGANISATIONS

This is the application form for grant funding from the City of York Council's Youth Community Action Pilot.

Please ensure that you have thoroughly read the Guidance for Applicants and FAQs before starting to complete this document – they contain important information for anyone thinking of applying.

Contact details for more information are provided on the last page.

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)

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YOUTH COMMUNITY ACTION GRANT APPLICATION FORM

Please enter your information/answers in the white boxes – if typing, using Arial font size 11.
Use 'x' to indicate your chosen answer where applicable.

Please respect word limits where applicable – the intention is to make the application form easy to complete.

1 Details about you and your organisation

1a.	Organisation name

1b.	Organisation's registered address or contact address (including postcode)

1c.	Web site address (if applicable)

1d.	Please briefly outline your organisation's aims and main activities (max 200 words)

2 Main contact details for the project

2a.	Name of authorised person making the application

2b.	Authorised person's job title/role

2c.	Address including postcode (if different to address above):

2d.	E-mail address

2e.	Daytime telephone number(s) that we can contact you on

3	Organisation type	
3a.	Please check the boxes that best describe your organisation	
	Community or Voluntary Organisation	
	Community Interest Company/ Social Enterprise	
	Registered Charity	
	Statutory Organisation	
	Other (please describe)	
3b.	If your organisation has a registration number, please provide it below	
	Registered Charity Number	
	Company Number	
	Community Interest Company Number	
3c.	Please check here to confirm you have enclosed a copy of your constitution (not applicable for statutory organisations)	
3d.	If you are a branch of or related to a larger organisation, please provide details below:	
	Have you received their consent to apply for this grant?	Yes/No
3e.	Does your organisation have a bank or building society account in the name of the organisation that requires two signatures to release funds?	Yes/No
3f.	Applicant organisations must provide a copy of last year's accounts (except statutory orgs). If you are a new organisation (less than 12 months), please provide an estimate of your first years income and expenditure instead.	
	Please check here to confirm you have enclosed this information (or write 'n/a')	
	Statutory organisations only: Please check here to confirm that this grant request does not simply replace existing funding	
3g.	Please check to confirm that your organisation has an equality and diversity policy (please enclose a copy)	
	If not, you should have a clause committing to equal opportunities in your constitution. Please provide the reference here (paragraph/ page):	
4	Funding your project	
4a.	We will only fund the costs of providing volunteering opportunities for 14-16 year olds who are residents of York or attend a school in York (within City of York Council boundaries)	
	Please check here to confirm that your grant request meets this requirement	
4b.	Grants are available for revenue costs. Capital costs for example, for small items of equipment should not exceed a total of £7,500.	
	Please check here to confirm that your request meets this requirement	
4c.	Funding will only be available for activities that are completed by the end of March 2011.	
	Please check here to confirm that your project meets this requirement	

5	About your project
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5a.	Please give the title of your project below
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5b.	Project Summary Please describe your project in the box below including: <ul style="list-style-type: none">• The aim of the project• What you will spend the money on (max 250 words)
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5c.	For each volunteering activity you are proposing, please complete the table below: (If you are doing more than two activities, just copy and paste this table as many times as necessary)		
Description of Activity (max 100 words)			
When and where the activity will take place (please give specific details, for example, 4.00 - 6.30pm on Monday every week for eight weeks)			
What date will the activity start?			
What date will the activity end?			
For our monitoring purposes we need to know when/where this activity will take place.....		Please check appropriate boxes	Please name which schools you plan to work with *
It's community activities so in evenings, weekends, school holidays			
In schools, in curriculum time			
In schools, outside curriculum time (extra-curricular activity)			
Outside schools in curriculum time			
How many volunteering opportunities can you provide for 14-16 year olds over the course of your project? Briefly explain how you arrived at this figure (max 100 words)			
How many of these opportunities do you expect to be taken up? Briefly explain how you arrived at this figure (max 100 words)			
Approximately how many hours will each young person spend volunteering during the course of the project? Briefly explain how you have arrived at this figure (max 100 words)			
What category best describes this voluntary activity? Please check the most appropriate.			
Arts		Environment	
Music		Citizenship and Democracy	
Sport		Leadership Mentoring and Support	
Other or mixed activity (please describe)			

* Note - If you are proposing new activities that will involve schools, we ask you not to initiate new contact with the school/s, before your application is considered – we are seeking to avoid schools being inundated with requests for support and involvement. If your application is successful, and you plan to work with schools, we will then work with you to coordinate contact.

An extra copy of question 5c is below if you need it. Please repeat copy and paste as required.

5c.	For each volunteering activity you are proposing, please complete the table below: (If you are doing more than two activities, just copy and paste this table as many times as necessary)		
Description of Activity (max 100 words)			
When and where the activity will take place (please give specific details, for example, 4.00 - 6.30pm on Monday every week for eight weeks)			
What date will the activity start?			
What date will the activity end?			
For our monitoring purposes we need to know when/where this activity will take place.....		Please check appropriate boxes	Please name which schools you plan to work with *
It's community activities so in evenings, weekends, school holidays			
In schools, in curriculum time			
In schools, outside curriculum time (extra-curricular activity)			
Outside schools in curriculum time			
How many volunteering opportunities can you provide for 14-16 year olds over the course of your project? Briefly explain how you arrived at this figure (max 100 words)			
How many of these opportunities do you expect to be taken up? Briefly explain how you arrived at this figure (max 100 words)			
Approximately how many hours will each young person spend volunteering during the course of the project? Briefly explain how you have arrived at this figure (max 100 words)			
What category best describes this voluntary activity? Please check the most appropriate.			
Arts		Environment	
Music		Citizenship and Democracy	
Sport		Leadership Mentoring and Support	
Other or mixed activity (please describe)			

* Note - If you are proposing new activities that will involve schools, we ask you not to initiate new contact with the school/s, before your application is considered – we are seeking to avoid schools being inundated with requests for support and involvement. If your application is successful, and you plan to work with schools, we will then work with you to coordinate contact.

6 Need and demand for your project

6a. Please demonstrate the need and demand for your project in the box below. Please provide evidence, such as:

- National, regional or local policies or strategies
- Surveys, consultations or feedback
- Support from young people

(max 500 words). Refer to Guidance and FAQs for support in completing this.

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7 Recruiting young volunteers

7a. How do you plan to engage with and recruit the 14-16 year old volunteers?

- How will you tell them about your project? (Including when and where)
- What methods will you use to engage with young people? E.g. Who / how will you encourage them to come?

(max 250 words)

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7b. Will you recruit volunteers from any of the following groups? If so, please estimate the number of volunteers from that group.	
	Number of volunteers (if applicable)
Young people with disabilities	
Young people with learning difficulties	
Young people on alternative learning programmes	
Young people from deprived areas of York	
Young people from black and ethnic minority groups	
Looked after young people	
Other hard to reach groups (please describe below):	

7c. Please describe how you will involve young people from the groups you have indicated above. (max 250 words per group)

8 Benefits of your project

8a. Please indicate the benefits that your projects will bring to the young people who volunteer and to the wider community. How will this be achieved?
 Please complete the table below and if necessary, add more rows to the table.
 Refer to [Guidance and FAQs](#) for support in completing this.

Benefits to the young people who volunteer, e.g. skills, learning, knowledge, outcomes from 'Every Child Matters'	How this will be achieved through the proposed activity
Benefits to the wider community	How this will be achieved through the proposed activity

8b.	Please describe, if applicable, any links your project may have with the school curriculum (max 250 words)

9	Partners
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9a.	Do you plan to work in partnership with any other organisations to deliver this project? If so, please describe who you hope to work with and how they might be involved. Please indicate if any partners have already agreed to be involved (see note re schools on Page 5) (max 250 words). Write 'n/a' if not applicable and go to Q10.

	If you answered yes to 9a above, please complete the following:	
9b.	Are you the 'Lead' organisation? (Responsible for finance, admin etc) NB if 'no' you are probably not the right body to be applying. Please ask us for advice.	Yes/ No
9c.	Is there, or do you intend to create, a partnership agreement?	Yes/No
9d.	If yes to 9c, please indicate as appropriate.	Copy enclosed Not yet completed
9e.	Will any of the partners receive any of the grant funds from you?	Yes/ No
9f.	If yes to either or both of 9c or 9e, we will need copies of some extra documents from your partners (or will need to work with you to put these in place) – these will be similar to the ones we are asking your organisation to provide/ work with us to put in place. Please check the box to indicate you and your partners understand this requirement.	

10	Evaluation
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10a	This is a pilot project and funding from the DCSF is based on learning and disseminating information from all the activities. Therefore, all successful applicants will be expected to comply with the monitoring and evaluation methods specified by the DCSF and ourselves. Please check the box to indicate that you understand these requirements and are willing to comply. (There is more info in FAQs)	
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10b	Please explain how <u>you</u> plan to evaluate the impact of your project on young people, the wider community and on your organisation
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- What methods will you use?
- Who will carry out the evaluation?
- What will you do with the results? (max 250 words)

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11	Sustainability
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11a	Please explain how you plan to use the project to inform/ influence your future activity (after the end of the funding/pilot) (max 250 words)
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12	Track Record
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12a.	Does your organisation have any previous experience of working with young people or of facilitating volunteering projects? If so, please describe below (max 250 words)
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13	Safeguarding young people		
We will expect all organisations to have appropriate safeguarding arrangements in place before we will release funds for activities. However, for those organisations that do not currently have such arrangements/policies we are able to offer support to help put these in place. So, please complete the sections below as appropriate for your organisation.			

	All organisations that receive a grant must have in place or be working towards a Child Protection Policy including CRB checks for staff or volunteers who work with young people.	You	Your partners, if applicable. See Q. 9 b-f
13a.	Please check here if you have a Child Protection Policy in place (if so please enclose a copy with your application)		
13b.	Please check here if you are working towards implementing a Child Protection Policy. Note when you expect it to be complete.	Date:	Date:
13c.	Please check here if you need support in preparing a Child Protection Policy		

14	Health and Safety and Insurance		
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14a.	What health and safety issues have you identified for young people taking part in your project and what arrangements have you got in place to address these issues. This might include health and safety policies/procedures, written risk assessments, training. (max 250 words).		

14b.	You will need to have public liability insurance that covers you for the activities that you intend to undertake. It is your responsibility to assure yourself of the adequacy of the cover. Please check the box to indicate that you have, or that you will put in place this insurance cover for the entire length of the activities included in this application.		
14c.	If you are working with any partners (see Q.9) then they will need to comply with this requirement as well. Please check the box to indicate that they have, or that they will put in place this insurance cover for the entire length of the activities included in this application. Please place a check in the appropriate box.	No partners - not applicable	
		Partners	

15	Engaging with young volunteers
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15a.	All organisations receiving a grant must have in place or be working towards a Volunteer Policy.	
	Please check here if you have a Volunteer Policy in place (if so please enclose a copy with your application)	
	Please check here if you are working towards implementing a Volunteer Policy.	

15b.	If you need support in preparing your organisation to engage, recruit or work with 14-16 year olds, for example, help with writing a Volunteer Policy, please give details in the box below. (max 250 words)	

16 Project costs and income

16a. Please provide a detailed breakdown of your project costs and income in the tables below. Insert more rows as necessary. Include VAT if it is non-recoverable and note its inclusion.

EXPENDITURE - Direct Project Costs	Cost of item (£)
And - Indirect Project Costs (e.g. management, overheads)	
TOTAL COST OF ALL EXPENDITURE ITEMS (A)	

INCOME - Match funding
 You are not expected to have any income or match funding. However, if you have secured funding towards your project either from your own funds or from another source, please detail below.

Source of funding	Amount (£)
TOTAL INCOME (not including notional/in kind) (B)	

GRANT REQUEST (A - B) =

16b NOTIONAL /IN KIND SUPPORT - if any (e.g. volunteer time; donated materials, equipment)

Description and how you have calculated amount (This is helpful information for the wider evaluation of the pilot)	Amount (£)

17	Finishing your application: Checklist
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We have checked that we have answered all relevant questions on the application form	
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We have enclosed (please check the boxes as appropriate):	
Q3c	<ul style="list-style-type: none"> A copy of our organisation's constitution (not statutory orgs.)
Q3f	<ul style="list-style-type: none"> A copy of last year's accounts, or, an estimate of our organisation's first year's income and expenditure (not statutory orgs)
Q3g	<ul style="list-style-type: none"> A copy of our organisation's equality and diversity policy or provided a reference to the relevant clause in our constitution

We understand we will need to:	
Q14a	<ul style="list-style-type: none"> Address health and safety issues that are relevant to the specific nature of the activities proposed in this application and for the involvement of young people – this will include implementing but is not limited to health and safety policies/procedures, written risk assessments, training
Q14b	<ul style="list-style-type: none"> Put in place appropriate Public Liability insurance

If our application involves partners, we:	
Q3g	<ul style="list-style-type: none"> Have enclosed copies of our partners' equality and diversity policy/ies or copies of relevant clause/s in their constitution/s
Q9d	<ul style="list-style-type: none"> Enclose our partnership agreement – write 'n/avail' if not currently available
	<ul style="list-style-type: none"> Confirm our partners understand and will comply with 14a and 14b above

If available, we have enclosed	
Q13a	<ul style="list-style-type: none"> A copy of our Child Protection policy
Q15b	<ul style="list-style-type: none"> A copy of our Volunteer Policy

Our application been signed by two officers/ trustees/ committee members, or it has been signed by a Director/ Assistant Director (statutory org/ CIC/ other)	
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DECLARATION

We confirm that the above information is correct to the best of our knowledge.

If a grant is awarded it will only be used for the purpose noted in this application and according to the terms and conditions specified.

We understand that we may be liable to repay the grant in part or in full, if it is found that any of the information supplied is incorrect.

We understand that if a grant is awarded we will be expected to provide proof of expenditure as detailed in the grant terms and conditions.

We understand that we will need to comply with monitoring and evaluation of the project by providing detailed information on various aspects including outputs and outcomes.

We recognise that this is a 'pilot' project with a requirement to disseminate learning on new methods and activities, and are prepared to actively participate in wider evaluation and feedback as is (reasonably) requested by the Youth Community Action Pilot Manager.

Signature		Signature	
Print Name		Print Name	
Position in organisation		Position in organisation	
Date		Date	

<p>Completed forms should be sent to: Grants and Partnerships Team City Finance Centre PO BOX 31 Library Square York YO1 7DU</p>	<p>Or e-mailed* to: grants.service@york.gov.uk</p> <p>* If you submit your application by e-mail, please ensure you send a hard copy of this declaration with the sections below completed.</p>
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Date the application was e-mailed:	
E-mail was from (email address and name):	

If you need to contact us with any questions: (01904) 551748 Grants & Partnerships Team

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YORK YOUTH COMMUNITY ACTION PILOT

(formerly 'Community Service Pilot')



Supported by
department for
children, schools and families

GRANT FUNDING INFORMATION AND GUIDANCE - ORGANISATIONS. Updated at 01/03/10

This is the guidance for potential applicants to the City of York Council's Youth Community Action Grant Fund. Please read the information thoroughly before applying, to ensure that your scheme meets the eligibility and other assessment criteria.

Contact details for more information are provided on the last page

This information can be provided in your own language.

我們也用您們的語言提供這個信息 (Cantonese)

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

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

Bu bilgiyi kendi dilinizde almanız mümkündür. (Turkish)

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

 (01904) 551550



1. BACKGROUND

Following a detailed application process, the City of York has been selected as 1 of 5 national pilots to develop 'Community Action' (volunteering) amongst 14-16 year olds, for a defined period up until March 2011. Please note: the name of the pilot has recently been changed from 'Community Service' to 'Community Action' but the principles underpinning the pilot remain the same.

This pilot, which is fully funded by the Department of Children, Schools and Families, aims to test methods of engagement and ways of delivering volunteering opportunities for 14-16 year olds throughout the city. York's Youth Community Action pilot is managed by the City of York Council in partnership with York Council for Voluntary Service and York Cares.

In this context, 'community action', means young people volunteering to get involved in activities that benefit their community, other individuals or the environment. For example, in school, young people could mentor younger pupils, participate in school councils or fundraise for local community projects. Outside school, young people could coach a sports team, visit elderly residents, help in a charity shop, run a campaign, develop an allotment or nature reserve.

We are looking to fund high quality community action opportunities where 14-16 year olds will:

- Define and engage in community actions which matter to them, with demonstrable impacts in their school/community.
- Apply their learning and develop skills in real-life contexts and
- Volunteer alongside other age groups, communities and sectors.

We have specific and ambitious targets to achieve. These are set out below. We hope that your applications will help us to achieve these and so there are specific questions on the application form that will help us to see how your project might help us with that. The relevant targets from our bid for this Pilot are:

1. We aim to engage with a minimum of 90% of the 4,774 14-16 year olds in York, which is 4,296. We are committed to engaging with and providing opportunities for young people who may miss out on opportunities, including those who are disabled or identified as in need of additional services.
2. We expect that each young person will undertake a minimum of 15 hours community service during the course of the pilot.
3. Looking across the range of opportunities available, we would expect that the average number of community service hours undertaken to be between 20-30 hours during the pilot.

It is recognised that if we are to achieve our ambitious targets, there needs to be a wide range of partners involved. Many organisations helped with our bid to become a pilot area and we are grateful to them for their support. This grant fund is designed to enable partners to get ready for, deliver and sustain an exciting and wide range of community action activity that will engage young people in volunteering in York.

In addition to helping organisations to deliver opportunities, we also want to invite 14-16 year olds to apply for grants for their own ideas/projects, to make a difference in their communities.

We are also working closely with local secondary schools, which have all indicated their commitment. Throughout the pilot, schools will be working to: increase awareness of volunteering amongst 14-16 year old pupils; highlight the benefits of volunteering; record activity; provide a range of opportunities for them to take part in and/or help them to plan and implement their own ideas. Schools will also run specific 'volunteering days', which, subject to further discussion, we hope will start to take place in schools in June and July 2010.

A total of approximately £695,000 funding will be available in grants for organisations and young people, spread over three funding rounds. (For information, 14-16 year olds are likely to be in Years 9, 10 or 11 at school.)

Note: for simplicity, from here onwards we have used 'volunteering' in place of 'community action.'

2. WHAT TYPES OF ACTIVITY CAN BE FUNDED

a) Organisations

Grants will be available to organisations for projects or activities that will deliver volunteering opportunities for 14-16 year olds. We are looking to fund high quality community action opportunities where 14-16 year olds will :

- Define and engage in community actions which matter to them, with demonstrable impacts in their school/ community,
- Apply their learning and develop skills in real-life contexts, and
- Volunteer alongside other age groups, communities and sectors.

Projects can include such things as:

- Running new, or extending existing volunteering activities
- Improving take-up of existing opportunities
- Increasing capacity to deliver more opportunities
- Facilitating increased volunteering e.g. through mentoring
- Building longer-term sustainability e.g. training; setting up appropriate procedures and safeguarding arrangements
- Increasing engagement with 14-16 year olds i.e. reaching more young people

Volunteering opportunities can be delivered in any of the following ways (or in any combination):

- Community activities – on evenings, weekends and school holidays
- In schools, in curriculum time
- In schools, outside curriculum time (extra-curricular activity)
- Outside schools, in curriculum time

NOTE:

If you are proposing new activities that will involve schools, we ask you not to initiate new contact with the school/s, before your application is considered – we are seeking to avoid schools being inundated with requests for support and involvement. If your application is successful, and you plan to work with schools, we will then work with you to coordinate contact.

b) Grants for young people

Grants will be available to 14-16 year olds to support them in initiating, planning and delivering new or improved community service projects. Applications can come from individuals or groups of young people.

For those that want it, there will be mentors and support available to assist and encourage young people in the development of their ideas.

Further detailed information regarding the grants for young people will be released in a separate document in March 2010.

3. ELIGIBILITY CRITERIA

To be eligible for funding, all 'organisation' projects must meet all four statements below. They must:

1. Improve, increase or help deliver volunteering opportunities for 14-16 year olds who live or go to school in the City of York
2. Be completed by the end of March 2011
3. Support York's pilot by providing feedback, participating in evaluations and attending up to 3 pilot review sessions and/ or a conference
4. Commit to work in line with the pilot's safeguarding, quality and diversity standards.

A wide range of types of organisation can apply, including:

- Voluntary organisations and community groups
- Registered charities
- Social enterprises including Community interest companies (CIC's)
- Statutory (Excluding schools -each school has already been allocated funding to support this community service pilot)

Organisations must:

- Have or be working towards an equality and diversity policy or have a clause committing to equal opportunities in their constitution
- Safeguard young people – through, for example, having or being prepared to implement Child protection policies; health and safety policies and risk assessments
- Show robust methods of self-evaluation
- Have or be prepared to obtain adequate public liability insurance covering project activities
- Demonstrate financial need – organisations with a high level of reserves (more than 6 months operating costs) will be asked to explain why they are not using these funds for their project
- Have a bank account requiring 2 signatories who are not related (not applicable to statutory organisations) or be prepared to establish an auditable accounting process.
- confirm that this activity is not currently funded by the organisation or clearly demonstrate that it is an addition/ enhancement (or that the funding has been time limited and is no longer available).

In the case of statutory organisations, the application must:

- Be signed by an Assistant Director (or similar)
- Confirm that it is not a replacement for existing funding (unless a time limited grant project)

Partnerships/ Consortia

If organisations are applying in partnership, the organisation making the application must be the 'lead' organisation (or accountable body) in the partnership i.e. the organisation responsible for the finance and administration of the project. It will be necessary for all partners, and any recipients of grant, to provide details similar to those that are required of the lead applicant.

4. AMOUNT AND NATURE OF GRANT. ELIGIBLE EXPENDITURE

There is no specified minimum or maximum grant but as a guide, we expect most grants to be in the region of £5,000 to £50,000.

We welcome applications for large programmes of volunteering or programmes of intensive work with a specific group of young people, and accept that these may exceed £50,000 but please note that bids over this level will require a slightly longer approval process.

Grants can be for up to 100% of your costs.

Grants offered are predominantly for revenue expenditure.

You can include some capital costs, such as equipment, that are directly relevant/ vital to the running of your activity. However, we do not generally expect capital items to exceed a total of £7,500.

Organisations can include 'indirect costs' (management and overhead costs for the project) in their grant request. This is also known as 'Full cost recovery' and is explained in more detail in the FAQs. If you are including Full Cost Recovery please enter this under 'Indirect Costs' in your answer to question 16.

We will be assessing projects on financial need. If your organisation, (except statutory organisations), has substantially more than 6-12 months running costs in reserves, we will expect you to indicate if there is a specific purpose for reserves of this level. Statutory organisations will need to confirm that their grant requests do not simply replace existing funding.

Grants will not be available for the existing costs of projects that have already started or that are already committed to by way of contract. Grants will be available for new schemes, significant enhancement or extension of existing schemes or for projects where funding was, from the outset, time limited and where during the life of the pilot that funding will end.

We do not expect any grant to be distributed as profit or dividends to shareholders.

Eligible expenditure

Revenue costs for volunteering projects for 14-16 year olds that, within the life of the pilot, will:

- Create new volunteering opportunities
- Develop, improve or extend the time/impact of existing volunteer programmes
- Improve the take-up of existing opportunities
- Improve/ increase engagement with 14-16 years olds e.g. promotion
- Build or increase capacity to deliver more opportunities e.g. training, creating appropriate policies/ procedures
- Facilitate increased volunteering e.g. mentoring
- Help organisations to build longer term sustainability for their work with 14-16 year old volunteers

Also eligible are:

- Capital costs up to a total of £7,500 for items of equipment essential to the project
- Indirect costs (e.g. management & overheads); Full Cost Recovery

Specific examples of eligible costs are detailed in the FAQ's.

Ineligible expenditure

- Major capital items (above a total of £7,500) or building works
- Trips overseas
- Projects which include only young people from outside the City of York local authority boundaries
- Volunteering activities which take place after March 2011
- 'Replacement' funding
- Funding existing elements of schemes that have already started or that are already committed to by way of contract
- Applications from organisation who want to distribute grants to others

5. TIMESCALE

Funding is only available up to the end of March 2011 - all activity must be complete by that date. Applications that include requests for funding activity beyond that date will be returned for amendment.

Three funding rounds will be spread throughout the year as follows:

	Who can apply	Closing date:
Round 1	Organisations	12 noon, Friday 19 th March 2010
Round 2	Organisations and Individuals (or groups of young people) aged 14-16	12 noon, Friday 16 th April 2010
Round 3	Organisations and Individuals (or groups of young people) aged 14-16	12 noon, Friday 27 th August 2010

Please note:

- Funding will be available for all three rounds
- Due to the short timescale for the development and receipt of applications in Round 1, any applications that miss the Round 1 deadline will be held for assessment in Round 2 (they will not be rejected simply for missing the first deadline).
- If the funds are not all spent after round 3, we will consider implementing a 4th round.

6. ASSESSMENT CRITERIA

If your application is eligible, it will then be assessed on the following 'priority' assessment criteria:

- The nature of volunteering opportunities offered, including:
 - Number of opportunities offered
 - Number of hours of volunteering activity, per young person. Note: we are expecting a range of different length of activities
 - Type of opportunities offered. Note: we are looking for a range of different types e.g. environmental; sport; citizenship/democracy; arts.
- How you have demonstrated that there is 'need' and 'demand' for your project. Does it, for example, address issues that the community or young people themselves are concerned about? 'Need' can be demonstrated in things such as policies and strategies for example, the Local Strategic Partnership priorities. 'Demand' can be illustrated through things like surveys, consultations or feedback. (Please also see section 7. Benefits, Outcomes, Strategies section).
- How you propose to engage with young people – how you will tell them about your project? How will you encourage them to get involved?
- The benefits for young people who volunteer as part of your project. Benefits might include skills or knowledge that young people will gain. You could make reference to various documents such as Every Child Matters Outcomes. (Please also see section 7. Benefits, Outcomes, Strategies section).
- The benefits that your project will bring for the wider community, for example, the local environment or other members of the community.
- Your explanation of how your project/activities will help deliver these benefits.
- How the volunteering opportunities could be linked to the school curriculum.
- Value for money. We will assess the cost per volunteering opportunity, taking account of:
 - Nature of the activity
 - Length of the activity
 - Nature of the young people you intend to work with e.g. hard to reach or disadvantaged.
- Involvement of partners or any support you have gained for your project from partners, including young people. Note: if you want to involve schools please do not contact them yet.
- The sustainability of the project i.e. how you will use the project to inform your organisation's future activity.
- Any track record your organisation has of working with young people or of facilitating volunteering projects. This is helpful but not essential.
- Appropriate measures you have in place to address any health and safety issues e.g. health and safety policies, written risk assessments, relevant training for staff.
- Robustness of costings of your project.
- Financial need.

Please note: if your organisation requires support (e.g. on safeguarding or writing a volunteering policy), please provide details on your application form. We are intending to provide support for organisations who need it. Your application will not be penalised for this.

7. BENEFITS, OUTCOMES, STRATEGIES

As we develop volunteering and community action opportunities for 14-16 year olds in York, there is a range of national guidance as well as other local plans and strategies that we would like to encourage everybody to be aware of and to deliver activities that will contribute towards their aims. There are three strategies, in particular, to be aware of:

The national 'Every Child Matters : Change for Children' 2004

This sets out the national framework for local programmes to build services around the needs of children and young people so that we maximise opportunity and minimise risk. The Government's aim is for every child and young person (0-19), whatever their background or their circumstances, to have the support they need to:

- be healthy
- stay safe
- enjoy and achieve
- make a positive contribution
- achieve economic wellbeing

The Children and Young People's Plan for the City of York, 2009 – 2012

At a local level our vision for children and young people is this:

'York is a city making history and its children are our future. Every child and young person in York deserves the chance to reach their full potential and live their dreams. we will stretch the most able, support those who start at a disadvantage, and protect and nurture the most vulnerable.'

Local programmes and services aim to contribute towards this vision within the context of the 5 outcomes of 'Every Child Matters'.

The national DCSF 14-19 Education Reforms, 2009 - Personal, Learning & Thinking Skills

The personal, learning and thinking skills (PLTS) provide a framework for describing the qualities and skills needed for success in learning and life. The PLTS framework has been developed and refined over a number of years in consultation with employers, parents, schools, students and the wider public. Integrating these skills into the curriculum and qualifications will support young people (14-19) to become successful learners, confident individuals and responsible citizens, providing them with a platform for employability and further learning. PLTS help young people to become:

- independent enquirers
- team workers
- effective participants
- self managers
- reflective learners
- creative thinkers

At a local level the York 14-19 Plan aims to embed these skills into the curriculum and activities delivered within schools.

8. COMPLETING YOUR APPLICATION

The following documents must be included with your completed application form:

- A copy of your governing document/ constitution/ terms of reference (not applicable to statutory organisations)
- A copy of last year's accounts, or an estimate of first year's income and expenditure. (not applicable to statutory organisations)
- Equality and diversity policy (or reference to the relevant statement in your constitution)

You should also include a copy of your Child Protection Policy and Volunteer Policy if you have them.

If you are applying on behalf of a partnership you should also include a copy of your partnership agreement and copies of your partners' equality and diversity policies.

You can submit your application electronically (via e-mail) but we will still need a hard copy of the declaration (signature) section appropriately completed by hand and delivered by the relevant closing date.

We are not expecting you to provide any additional information, in view of the short timescales. If you want to check if you should include anything else please contact us by phone or e-mail, as below.

Please ensure that you have completed all questions in the application, it is signed and dated appropriately and is returned to:

Grants and Partnerships Team
City Finance Centre
PO BOX 31
Library Square
York, YO1 7DU

Or by e-mail to: grants.service@york.gov.uk

If e-mailing your application form, you must complete a hard copy declaration sheet (with 'original' signatures) and submit this before the deadline to the address above.

9. FURTHER INFORMATION

If you would like any more information about the Youth Community Action grants, please contact the Grants and Partnerships Team on:

Telephone: 01904 551748

E-mail: grants.service@york.gov.uk

Workshops

We are running workshops for applicants during each round. Please contact us as above to book a place. We are limiting places to 2 per organisation (in each round).

Helpful documents

In relation to this grant programme there are 3 written sources of information that you can use:

1. This document
2. The application form
3. The FAQ's sheet – this will be updated from time to time on our web site.:

<http://www.york.gov.uk/advice/Grants/communityservice/>

We may add other documents to our web site from time to time.

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Annex C - York Youth Community Action Pilot Grant Fund: Round 1 panel recommendations

Scheme number	Org name	Title	Type of Activity	Geographical Spread and Schools Involved	Grant request £	Grant offer £	Comments / specific grant conditions
1	York Boxing Club	Volunteer Young Coaches Foundation - Include Me!	Sport	Club based in Layerthorpe - young people from all over York.	19,950	19,950	
2	York Archaeological Trust	Explore York!	Local History	Based at DIG, Hungate. Volunteers from all over York.	8,107	8,107	
4	The Princes Trust	Community Volunteering with the Princes Trust	Self determined by young people (hard to reach)	Activities at Danesgate (Fulford). Young people from all over York.	27,120	27,120	
9	Network 2 (Peer mentoring)	Peer mentoring	Mentoring (with element of sport and arts)	Burnholme and Fulford (plus feeder schools)	21,000	21,000	
10	Jorvik Sports Partnership	Jorvik Leadership and Club Links Programme	Sport	Huntington, Joseph Rowntree, Archbishops Holgate, Burnholme, Canon Lee and Fulford Schools	32,708	32,708	
13	Inspired Youth	Risky Behaviour Project	Personal development	York High School	17,761	17,761	
14	CYC Integrated Services for Disabled Children	Choose2Volunteer	Environment/ Citizenship and Democracy/ Leadership, Mentoring and Support	Activities based in Fulford Youth Centre, Rowntree Park and Danesgate Skills Centre. Will work with Fulford School, Applefields and other secondary schools.	24,921	24,921	
15	Gateway Action (York)	Gateway to Volunteering	Service and business/ arts/ citizenship and democracy	The Gateway Centre is in Acomb. Volunteers from Westfield, Acomb and Holgate. Link to Manor School.	34,690	34,690	Grant figure will be slightly reduced to exclude purchase of digital cameras, as they are available from Explore centres and other locations.
22	BTCV	The York Youth Environmental Project	Environment	Young people from all over York. ACE volunteering will work with a number of schools and youth groups, initially Joseph Rowntree, Huntington and St Peters.	47,700	30,000	The Yorkshire Wildlife Trust, BTCV and Friends of St Nicholas will be asked to liaise with each other as their schemes share a common theme. A reduced sum is to be offered to each to ensure a spread of funds across themes.
24	Yorkshire Wildlife Trust	Branching Out	Environment	Young people from all over York. Specified schools are York High, All Saints, Canon Lee, Manor, Fulford, Joseph Rowntree and Millthorpe.	46,756	30,000	The Yorkshire Wildlife Trust, BTCV and Friends of St Nicholas will be asked to liaise with each other as their schemes share a common theme. A reduced sum is to be offered to each to ensure a spread of funds across themes.
26	Friends of St Nicholas Fields	Get Eco! Get Active!	Environment	Based in Tang Hall. Specified schools are Applefields, Burnholme, Huntington, Archbishops Holgate, Bootham, The Mount, All Saints	44,732	30,000	The Yorkshire Wildlife Trust, BTCV and Friends of St Nicholas will be asked to liaise with each other as their schemes share a common theme. A reduced sum is to be offered to each to ensure a spread of funds across themes.
30	York Youth Council (funding)	Funding for York Youth Council	Citizenship and Democracy	Youth Council works with every secondary school in York.	25,000	Transfer	The Panel recommended that this project be transferred for support from another strand of the CAP budget. Paul Murphy / Mik O'Connell to action.

Total grants offered 276,257

Total remaining for next 2 rounds: £418,743
(incl £50k for individual's applications)

The total number of volunteering opportunities offered by these projects is: **3,316**

We indicated we will create 4,200 by the end of March 2011 .

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Executive Member Decision Session

13 April 2010

Report of the Director of Adults, Children and Education Services

Co-ordinated admissions arrangements and admission limits for Primary and Secondary Schools in York from September 2011

Purpose of Report

1. To seek the approval of the City of York coordinated schemes and admissions policies for both primary and secondary schools for the 2011/12 academic year.
2. To seek the approval of the proposed individual school maximum admission limits for the academic year beginning in September 2011.

Background

3. It is the duty of the admissions authority to carry out a consultation each year on admission limits and arrangements. In the case of maintained schools, the admission authority is the Local Authority (LA), whilst in Voluntary Aided schools it is the governing body of the school in question.
4. In their role as admissions authorities, LAs must also consult other LAs with whom they share a border. For City of York LA, these are East Riding of Yorkshire Council and North Yorkshire County Council.
5. Admission limits are important because they relate to the maximum number of children who are able to enter schools (reception in Primary and Infant schools, Year 3 in Junior schools, and Years 7 and 12 in Secondary schools).

Options

6. The recommendations in this report have been prepared following consultation with the Local Admissions Forum, which has debated each proposed change in admission limit and considered the admission arrangements brought forward by the Authority. The Executive Member can modify the recommendations of the Forum.

Consultation

7. The School Admissions Code of Practice requires that consultation takes place and final determination of admission limits and arrangements and should be made by **15 April 2010** for the academic year beginning in September 2011.

Analysis

8. The Authority has consulted with relevant admissions authorities on the proposed admissions arrangements for the 2011/12 academic year. The consultation ran from 7 December 2009 until 12 February 2010 . All proposed admissions arrangements for York schools were considered by the Local Admissions Forum on 2 March 2010. The City of York's proposed coordinated schemes and admissions policies for primary and secondary schools are set out in Annexes C – I.
9. The coordinated schemes are applicable to all maintained schools in York including community, voluntary controlled and voluntary aided schools. The City of York admissions policy is applicable to all schools for which the local authority is the admissions authority; this includes all community and voluntary controlled schools. Voluntary aided schools operate their own admissions policies and these have also formed part of the consultation.
10. The list proposed changes to school admission limits is shown in Annexe A. Four reductions in admission limit were proposed by the Authority, whilst Ralph Butterfield Primary and Fulford Secondary submitted their own requests to increase their respective admission limits.
11. A detailed discussion of the technical arguments for and against each requested admission limit change can be found in the attached Local Admissions Forum report (Annexe B). The Local Admissions Forum has debated the issues discussed in the report and recommends:
 - a) Supporting the proposed reduction in admission limit at Burton Green Primary school to enable the school to bring the admission limit of the school in line with the school's current approach to class size organisation.
 - b) Supporting the proposed reduction in admission limit at Clifton Green Primary school to prevent physical overcrowding on the school site within existing facilities.
 - c) Supporting the proposed increase in admission limit at Ralph Butterfield Primary school to enable the school to accommodate increasing levels of catchment based demand in future years.
 - d) Supporting the proposed decrease in admission limit at Haxby Road Primary school in order to prevent possible overcrowding in the school building, which is now shared with a Children's Centre.

- e) Supporting the proposed decrease in admission limit at St. Barnabas' CE Primary school to prevent physical overcrowding on the school site.
- f) Supporting the proposed increase in Year 7 admission limit at Fulford Secondary in order to meet catchment demand and reflect an increase in teaching accommodation on the school site.

Implications

Corporate Priorities

- 12. The setting of admission limits forms an integral part of the Local Authority's effective planning of school places. This helps the Authority achieve its priority to "Increase people's skills and knowledge to improve future employment prospects".

Financial

- 13. There are no direct financial implications for schools or the Local Authority resulting from determination of admission limits for September 2011.

Human Resources (HR)

- 14. There are no HR implications.

Equalities

- 15. There are no implications relating to equalities.

Legal

- 16. Section 142 of the Schools Standards and Framework Act (SSFA) 1998 requires schools to have an admission limit for each 'relevant age group.
- 17. The Education (Determination of Admission Arrangements) Regulations 1999 (SI 1999/126) as amended by SI 2002/2896 and SI 2007/194, states that admissions authorities must have regard to the capacity assessment of the school when setting admission limits.
- 18. Section 1 of the SSFA 1998 requires that any admission number set must be compatible with the duty to comply with the infant class size limit.
- 19. Sections 89 and 89A of the SSFA 1998 state that the admission authorities for schools with a sixth form must consult on and determine the arrangements they propose to use to allocate places in Year 12 at the same time as other admission arrangements.
- 20. Section 89(2) of the SSFA 1998 requires that admissions authorities are required to complete consultation on admission arrangements by 1

March, and determine their arrangements by 15 April in each calendar year for the following school year. These dates are prescribed in The Education (Determination of Admission Arrangements) Regulations 1999 (SI 1999/126) as amended by SI 2002/ 2896 and SI 2007/194.

Crime and Disorder

- 21. There are no issues relating to crime and disorder.

Information Technology (IT)

- 22. There are no issues relating to IT.

Other

- 23. There are no other known issues

Risk Management

- 24. Non-compliance with the Admissions Code of Practice will have a detrimental effect on the Council's reputation.

Recommendations

- 25. The Executive Member for Children's Services is recommended to approve the City of York coordinated schemes and admissions policies for both primary and secondary schools for the 2011/12 academic year, as set out in Annexes C-I.
- 26. The Executive Member for Children's Services is recommended to approve proposed individual school maximum admission limits for the academic year beginning in September 2011, as set out in Annexe A.
- 27. Reason: to meet the statutory requirements of the School Admissions Code of Practice.

Contact Details

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Chief Officer Responsible for the report:

Peter Dwyer
Director of Adults, Children and Education Services

Report Approved **Date** 29 March 2010

Report Approved **Date**

Specialist Implications Officer(s)

Wards Affected: *List wards or tick box to indicate all*

All

For further information please contact the author of the report

Annexes

ANNEX A – list of proposed admission limits

ANNEX B – report considered by the Local Admissions Forum on 2 March 2010

ANNEX C – Coordinated admissions scheme for secondary schools in the area of City of York Local Authority for the 2011/12 academic year.

ANNEX D – Coordinated admissions scheme for primary schools for September 2011 and January 2012 entry in the area of City of York Local Authority

ANNEX E – 2011/2012 Admissions policy for City of York Council community and voluntary controlled primary schools

ANNEX F – 2011/2012 admissions policy for City of York Council community and voluntary controlled secondary schools

ANNEX G – Fulford School, admission arrangements for 6th form, 2011-2012

ANNEX H – Joseph Rowntree School, admission arrangements for 6th form, 2011-2012

ANNEX I – Huntington School, admission arrangements for 6th form, 2011-2012

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Table 1: Proposed Reception admission limits at City of York primary schools

Primary School	Current admission limit	Proposed admission limit
Acomb Primary	30	30
Archbishop of York's CE Junior	60	60
Badger Hill Primary	30	30
Bishopthorpe Infant	60	60
Burton Green Primary	45	30
Carr Infant	70	70
Carr Junior	70	70
Clifton Green Primary	60	50
Clifton Without Junior	90	90
Copmanthorpe Primary	60	60
Derwent Infant	40	40
Derwent Junior	40	40
Dringhouses Primary	45	45
Dunnington CE Primary	30	30
Elvington CE Primary	20	20
English Martyrs' RC Primary	30	30
Fishergate Primary	30	30
Haxby Road Primary	45	30
Headlands Primary	45	45
Hempland Primary	60	60
Heworth CE Primary	20	20
Hob Moor Primary	45	45
Huntington Primary	60	60
Knavesmire Primary	30	30
Lakeside Primary	60	60
Lord Deramore's Primary	30	30
Naburn CE Primary	12	12
New Earswick Primary	30	30
Osbaldwick Primary	30	30
Our Lady's RC Primary	30	30
Park Grove Primary	38	38
Poppleton Ousebank Primary	60	60
Poppleton Road Primary	60	60
Ralph Butterfield Primary	45	50
Rawcliffe Infant	90	90
Robert Wilkinson Primary	75	75
Rufforth Primary	10	10
Scarcroft Primary	45	45
Skelton Primary	20	20
St Aelred's RC Primary	40	40
St Barnabas' CE Primary	30	20
St George's RC Primary	30	30
St Lawrence's CE Primary	30	30

Table 1: Proposed Reception admission limits at City of York primary schools

Primary School	Current admission limit	Proposed admission limit
St Mary's CE Primary	15	15
St Oswald's CE Primary	42	42
St Paul's CE Primary	25	25
St Wilfrid's RC Primary	40	40
Stockton on the Forest Primary	20	20
Tang Hall Primary	30	30
Westfield Primary	90	90
Wheldrake CE Primary	30	30
Wigginton Primary	40	40
Woodthorpe Primary	70	70
Yearsley Grove Primary	60	60

Table 2: Proposed Year 7 and Year 12 admission limits at City of York secondary schools

Secondary School	Year 7		Year 12	
	Current	Proposed	Current	Proposed
Canon Lee Secondary	190	190		
Huntington Secondary	239	239	30	30
Fulford Secondary	200	208	35	35
Burnholme Community College	120	120		
Millthorpe Secondary	204	204		
Archbishop Holgate's CE Secondary	162	162	40	40
Joseph Rowntree Secondary	220	220	25	25
Manor CE Secondary	180	180		
All Saints RC Secondary	178	178	35	35
York High	180	180		

LOCAL ADMISSIONS FORUM**22 Feb 2010****Report of the Director of Learning, Culture and Children's Services****Admission Limits for Primary and Secondary Schools in York from September 2011.****PURPOSE OF REPORT**

1. To seek the views of the Local Admission Forum (the Forum) in respect of the proposed individual school maximum admission limits for the academic year beginning in September 2011.

BACKGROUND

2. It is the duty of the admissions authority to carry out a consultation each year on admission limits and arrangements. In the case of maintained schools, the admission authority is the Local Authority (LA), whilst in Voluntary Aided schools it is the governing body of the school in question.
3. In their role as admissions authorities, LAs must also consult other LAs with whom they share a border. For City of York LA, these are East Riding of Yorkshire Council and North Yorkshire County Council.
4. Admission limits are important because they relate to the maximum number of children who are able to enter schools (reception in Primary and Infant schools, Year 3 in Junior schools, and Years 7 and 12 in Secondary schools).
5. The views of the Forum will be reported to the Executive Member for consideration on 29 March 2010.

CONSULTATION RESULTS**Local Authorities**

6. Both East Riding of Yorkshire and North Yorkshire LAs were consulted and had no comments to make on City of York's proposed admission limits.

Schools

7. The formal consultation period ran from 7 December 2009 to 12 February 2010. The list of school responses and proposals received are shown in Annex A. The analysis of these proposals is presented below.

Primary Schools

8. The first two proposals concerning Burton Green and Clifton Green Primary schools should be considered in tandem, as the schools admit pupils from the same area of the city.

School: **Burton Green Primary School**

Proposal: **Reduce from 45 to 30**

Background

9. Burton Green Primary is currently experiencing relatively high levels of surplus. A number of classrooms have recently been taken out of commission in order to reduce the capacity of the school, which now stands at 210.

NCYear	Jan-07	Jan-08	Jan-09	Jan-10	Jan-11	Jan-12	Jan-13
R	28	29	21	26	29	27	32
1	29	26	25	19	23	26	25
2	23	27	26	24	18	23	26
3	28	21	27	25	23	18	22
4	30	24	23	27	25	23	17
5	31	27	23	22	25	23	22
6	25	27	26	21	20	23	22
total	194	181	171	164	164	164	164
surplus	8%	14%	19%	22%	22%	22%	22%

10. The school currently have their classes organised around 1 form of entry. Intakes are forecast to be at or just under 30 for the next three years, although they may rise above this level if the proposed reduction of admission limit at Clifton Green Primary is approved. This increased demand would materialise in 2012/13, and would likely be sustained from this point onwards.
11. There is a proposed housing development slated for the 'Grain Store' site, within the school's catchment area. However, details of the proposals are vague (there is only outline planning permission at time of writing), preventing full assessment of potential pupil yield.
12. The school is expected to benefit from a proposed reduction in admission limit at the neighbouring Clifton Green Primary school.
13. The school are in agreement with the proposed reduction, but recognise that there may be a need to review the admission

arrangements again in the future should demand begin to increase, as predicted.

14. In the instance of high levels of demand, the school recognise that a number of classrooms may need to be recommissioned and the admission limit increased accordingly. In the meantime, they are keen to preserve the benefits of the existing 1FE class organisation arrangements.
15. The Authority are continuing to monitor the situation closely, and are working with new information relating to birth rates, pupil numbers, and trends in parental preference as and when it becomes available.

OPTION 1: support reduction from 45 to 30

16. Reducing the limit to 30 would bring the admission limit in line with the school's current class organisation, capacity, and forecast demand for places, for at least the next three years.
17. Demand is forecast to rise above 30 in 3 years time. The Authority will work with the school to assess the best way forward in dealing with this demand. The school are open to recommissioning classrooms should increased demand be sustained in the future.
18. Although the school is not currently forecast to admit over 30 children for the next 2 years, any unexpected demand for Reception places over and above the current 1FE model employed by the school would cause class organisation issues and potentially have a negative impact upon effective curriculum delivery due to mixed R/Y1 classes.
19. The school would have serious difficulty accommodating above 30 children using current organisational arrangements. Because the current school forecasts show demand at or close to 30, this demand may materialise if current forecasts prove slightly conservative.
20. Bringing the admission limit in line with the capacity and organisation within the school is good administrative practice, and helps the Authority strategically monitor the supply and demand of pupil places across the city more effectively.

OPTION 2: oppose reduction from 45 to 30

21. Leaving the admission limit at 45 makes it more difficult for the LA to strategically manage the supply and demand of pupil places across the city.
22. There would be a significant risk that the school would have class organisation and curriculum delivery problems should unexpected demand for places over 30 materialise in the next 2 years. A reduction in Clifton Green's admission limit may increase the likelihood of demand for over 30 places at Burton Green.

Conclusion and Recommendations

23. Reducing the admission limit would mean the school could limit intakes to 30 in the event of higher than expected demand materialising, thus removing this risk and enabling the school to plan more effectively for the next two years.
24. If, in that time, additional demand is predicted, the Authority will work with the school to find the best way to accommodate these preferences.
25. The Forum are therefore asked to support the reduction in admission limit.

School: **Clifton Green Primary**

Proposal: **Reduce from 60 to 50**

Background

26. Historically, the school has had significant amounts of surplus space, and has not attracted Reception intakes at or near the level of the current admission limit of 60.

NCYear	Jan-07	Jan-08	Jan-09	Jan-10	Jan-11	Jan-12	Jan-13
R	40	45	48	53	53	50	57
1	53	38	49	50	55	55	51
2	38	50	39	49	49	54	54
3	36	43	46	39	48	49	54
4	46	38	42	46	38	48	48
5	42	47	36	42	45	38	48
6	34	36	46	34	39	43	36
total	289	297	306	311	328	336	348
surplus	20%	18%	15%	14%	9%	7%	3%

27. In 2004, the school donated two classrooms to a new children's centre based on the school site, reducing the capacity to its current level. The admission limit was not altered to reflect this reduction in capacity.
28. There are normally around 50 to 55 'R' eligible children within catchment at any one time. Of these, around 50% seek admission to the school. Most of the remainder of Clifton Green's intake comprises children living in the catchment area of the neighbouring Burton Green Primary school.
29. Clifton Green has become increasingly popular with local parents in recent years, an effect compounded by a recent outstanding OFSTED judgement. Because of this, the school is expected to face demand of between 50 and 60 places in Reception over the next 4-5 years.

30. The Authority have agreed to provide some additional accommodation in the form of minor in-fill work. This will enable relocation of the existing IT suite to bring an additional space into classroom use. The school feel that they are able to organise their classes effectively around intakes of 50, should the additional accommodation be provided.

OPTION 1: support reduction from 60 to 50

31. For the past four years, the school has organised its classes around 1.5 forms of entry (45). At the moment, the school cannot physically accommodate intakes consistently above 45. There are no ex-classrooms or spaces that the school can recommission into teaching use.
32. The proposed infill and internal reorganisation of space usage will help the school to a limited extent, but will still not provide enough space to enable intakes of more than 50. Reducing the admission limit would prevent physical overcrowding.
33. Although there are more than 50 children resident within catchment, around 50% of these currently choose to attend other schools. The high level of demand for places at the school is based upon large numbers of pupils seeking admission to the school from the Burton Green catchment area. Reducing the admission limit would also benefit Burton Green Primary school, which currently has a degree of surplus space.

OPTION 2: oppose reduction from 60 to 50

34. The LA would have to allocate up to 60 children in the school. As there is physically no space available (even with in-fill), the school would face severe overcrowding issues requiring placement of additional temporary accommodation on the site. This would have to be removed after three years as a result of planning conditions.
35. Temporary classrooms are now used as an intermediary measure prior to construction of permanent facilities. Construction of additional classrooms on the Clifton Green site is not a viable option, firstly because of physical site constraints, and secondly because the Authority would not provide significant additional accommodation unless demand for places could be demonstrated from within the school's catchment area.

Conclusion and Recommendations

36. The school will be able to physically accommodate 50 once minor in-fill work has been completed.
37. Reducing the admission limit to 50 would benefit Burton Green Primary, as Clifton Green currently attracts a significant number from the BG catchment area.

38. Providing significant additional accommodation on the school site is not a practical or strategic option in this instance.
39. The Forum are therefore asked to support the proposed reduction in admission limit at the school.

School: **Ralph Butterfield Primary School**

Proposal: **Increase from 45 to 50**

Background

NCYear	Jan-07	Jan-08	Jan-09	Jan-10	Jan-11	Jan-12	Jan-13
R	45	46	45	45	45	45	45
1	39	41	44	42	42	43	43
2	34	35	40	42	40	40	41
3	48	36	33	40	42	40	40
4	42	45	33	31	38	40	38
5	40	40	46	32	30	37	39
6	52	42	39	46	32	31	37
total	300	285	280	279	271	276	283
surplus	5%	10%	11%	11%	14%	12%	10%

40. The forecast numbers above represent intakes limited to the current admission limit of 45. The school is forecast to experience demand for places over and above this level.
41. The following table analyses the home catchment areas of all first preferences received for the school, during the normal admissions periods (i.e. there are no in-year admissions represented), over the last 4 years.

Home catchment	06/07	07/08	08/09	09/10
non CYC			1	
Haxby Road Primary School	1			
Yearsley Grove Primary School				1
Scarcroft Primary School			1	
Burton Green Primary School		1		
Ralph Butterfield Primary School	25	33	38	29
Huntington Primary School	5	1		
Wigginton Primary School	4	4	4	2
Headlands Primary School	10	8	6	7
Robert Wilkinson Primary School	1		1	
New Earswick Primary School		3	1	
total 1st preferences	46	50	52	39

42. Around 90% of the children living in the school catchment area seek admission to the school.
43. The school have requested an increase in admission limit to 50 for the past two years running. The Authority have rejected these requests in the past as it was felt that:
- a) the level of catchment demand was well below the proposed admission limit,
 - b) increasing the admission limit would therefore increase the places available to children available from out of catchment

and that, therefore:

- c) increasing the admission limit would have a detrimental effect on admissions in neighbouring schools.
44. The number of children living within catchment is forecast to increase to around 50 by 2012/13:

Year	07/08	08/09	09/10	10/11	11/12	12/13	13/14
RB catchment pupils	38	42	36	37	46	51	52

Option 1: support increase from 45 to 50

45. Increasing the admission limit would enable the school to meet demand from within catchment more easily in the future, as the number of in catchment children increases.
46. In previous years, catchment demand has not been deemed to be at level high enough to support an increase in admission limit, for the reasons described above.
47. However, the number of catchment pupils are forecast to increase to the extent where increasing the admission limit will enable the school to more easily meet catchment demand.
48. The school have informed the Authority of their frustrations with the “ad-hoc” and “reactive” way in which the Authority allocate places at the school for children that move into the area outside of the normal admissions round.
49. However, any increase in admission limit will not change the way the Authority has to deal with in year admissions. The school need to be made aware of this. If the school experience a relatively low intake of 45, for example, they will be expected to accommodate additional children up to their increased admission limit should more children move into the area in-year.

Option 2: oppose increase from 45 to 50

50. Opposing the admission limit could mean that the school are unable to admit children from within catchment in future years.

Conclusion and Recommendations

51. Available data now supports the school's request to increase. It is the Authority's view that increasing the admission limit will not have a detrimental effect on intakes at other schools.
52. It is therefore recommended that The Forum support this request.

School: **Haxby Road Primary**

Proposal: **Reduce from 45 to 30**

Background

53. The school's current capacity is 228. This represents a reduction on previous years following the donation of several surplus classrooms to Children's Centre and 'speech and learning unit' use.

NCYear	Jan-07	Jan-08	Jan-09	Jan-10	Jan-11	Jan-12	Jan-13
R	33	22	16	26	25	25	26
1	21	28	23	18	29	28	28
2	20	18	29	25	20	32	31
3	26	20	16	30	27	21	33
4	28	22	18	16	31	27	21
5	35	29	23	19	17	33	28
6	31	32	30	24	19	18	34
total	194	171	155	158	168	183	202
surplus	15%	25%	32%	30%	26%	20%	12%

54. The school currently organise classes around 1 form of entry (30), and operate 7 classes. Forecasts predict intakes of under 30 for the next 3 years.
55. There are normally between 50 and 60 children within the catchment area, but demand for the school from within catchment is low: the school normally attract in the region of 20% of their own catchment population.
56. Proposals to redevelop part of the existing Nestle factory site into residential accommodation are currently being discussed with city planners. This site is almost opposite the school (and as such is within the catchment), and would almost certainly result in increased demand for places at the school, although it is too early to say what the level of demand might be.

OPTION 1: support reduction from 45 to 30

57. The current of admission limit of 45 is too high for the capacity of the school, because the school no longer has enough classrooms to accommodate 45 children. An admission limit of 30 would be in line with the post-children's centre capacity of the school and yet still enable the school to accommodate forecast numbers in Reception.
58. Reducing the admission limit 30 would also reduce the percentage surplus space figure reported annually to the DSCF.
59. Although the school is not currently forecast to admit over 30 children, any unexpected demand for Reception places over and above the current 1FE model employed by the school would cause class organisation issues and potentially have a negative impact upon effective curriculum delivery.
60. It is the Authority's view that the school will be able to accommodate any additional demand from the redeveloped Nestle site, should the proposals come forward and be agreed. The Authority will continue to monitor the situation and work with the school once firmer details emerge.
61. It is good administrative practice to have an admission limit that corresponds closely with the capacity of the school. Reducing the admission limit would achieve this, enabling more effective strategic management of the supply and demand of pupil places in the city.
62. Although there are relatively high numbers of children within catchment, the fact that the school attracts a small proportion of these will not affect the school's ability to meet demand from within catchment should the admission limit be reduced.

OPTION 2: oppose reduction from 45 to 30

63. Leaving the admission limit at 45 makes it more difficult for the LA to strategically manage the supply and demand of pupil places across the city.
64. There would also be a risk that the school would have class organisation and effective curriculum delivery problems should unexpected demand for places over 30 materialise.

Conclusion and Recommendations

65. Although there is little likelihood of future demand of over 30 places at the school, it is strategically helpful to both the Authority and the school themselves if the reduced admission limit is agreed.
66. The Forum are therefore asked to support the proposed reduction.

School: **St. Barnabas CE Primary School**

Proposal: **Reduce from 30 to 20**

Background

67. St. Barnabas is a relatively new PFI school, with a capacity of 150. The admission limit is currently 30, which should correspond to a capacity of 210.
68. The school has a relatively small catchment area, normally containing between 18 and 25 children within catchment. The school generally attracts around 70% of these in-catchment children, with remainder of their intakes comprising single children from other catchment areas. The level of children resident in catchment is forecast to continue over the next 3 years.

Year	07/08	08/09	09/10	10/11	11/12	12/13	13/14
St. B. catchment pupils	26	21	19	22	15	23	24

NCYear	Jan-07	Jan-08	Jan-09	Jan-10	Jan-11	Jan-12	Jan-13
R	18	25	16	29	27	32	29
1	14	18	23	15	28	26	30
2	20	15	18	24	16	29	27
3	16	16	17	18	24	16	29
4	12	15	13	16	17	23	15
5	22	11	15	13	15	16	22
6	15	20	13	18	15	18	19
total	117	120	115	132	142	159	171
surplus	22%	20%	23%	12%	6%	-6%	-14%

69. Class organisation at the school tends to fluctuate along with the numbers in KS1. The school has 5 classrooms, and an open plan 'shared foundation' preschool area.
70. The school currently operate 3 classes in KS1 and 2 classes in KS2 thus occupying all 5 classrooms available. They are able to do this because of existing small cohorts in KS2.
71. This will not be possible in future years as the existing large KS1 cohorts move through the school and high intakes are sustained in the future, as forecast.

Option 1: support the reduction from 30 to 20

72. Reducing the admission limit to 20 would enable effective management of class sizes within the school, and would prevent severe overcrowding in KS2 should forecast numbers materialise.
73. A significant proportion of the demand for places at the school comes from out of catchment. Reducing the admission limit to 20 would mean that if current patterns of parental preference continue, the school will still be able to accommodate catchment based demand.
74. It is likely that Carr Infant School would experience an increase in demand should the proposed reduction be implemented. This would be beneficial to Carr Infant and Junior schools, which currently have surplus spaces available.

Option 2: oppose the reduction from 30 to 20

75. The level of forecast demand for places at the school, coupled with the limited physical space available to them, means that retaining an admission limit of 30 would mean potential KS2 class sizes of above 45 in three to four years time.
76. Adding permanent new accommodation to the school site may be an alternative option, there is no funding available to pay for any potential expansion. There is no guarantee that any funding could be found in time for 2012/13.

Conclusion and Recommendations

77. The current admission limit is too high for the physical capacity of the school. The school has no classrooms available with which to accommodate the forecast demand for sustained intakes of around 30.
78. There are no funds available for the provision of additional accommodation on the school site.
79. Reducing the admission limit would enable the school to run with sensibly sized (and legal) class sizes.
80. It is therefore recommended that the Forum support the proposal to reduce admission limit.

Secondary Schools

School: **Fulford School**

Proposal: **Increase admission limit from 200 to 208**

Background

81. Fulford School have expanded the amount of teaching accommodation in recent years, and their capacity for Y7-Y13 pupils now stands at 1349. Their admission limit has remained at 200.

82. There have been 210 places allocated at the school from within catchment for September 2010. This high level of demand is expected to continue.

Option 1: support proposal

83. The school have the capacity to admit the additional children. Increasing the admission limit would enable them to accommodate increased demand from within catchment.

Option 2: oppose proposal

84. Retaining the existing admission limit would mean that some demand from within catchment could not be met in future years.

Conclusion and Recommendations

85. It is recommended that the Forum support the proposal to increase admission limit, as it matches the capacity of the school, existing and future demand from within catchment, and will not have a detrimental effect on Y7 intakes at other schools.

RECOMMENDATIONS

86. Members of the Forum are asked to approve the recommendations as laid out above.

**A Co-ordinated Admissions Scheme for Secondary Schools in
the area of City of York Local Authority (LA) for the 2011/12
School Year**

The Scheme

1. There will be a standard form known as the common application form.
2. The form will be used for the purpose of admitting pupils into the first year of secondary education.
3. The form must be used as a means of expressing one or more preferences by parents resident in the City of York 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);
 - b. to be admitted to a school located in another LA's area (including Voluntary Aided Schools)
4. The form will –
 - a. invite parents to express in rank order up to five preferences, including Voluntary Aided schools and any schools outside the LA.
 - b. invite parents to give their reasons for each preference
 - c. explain that the parent will receive no more than one offer of a school place and that;
 - i. a place will be offered at the highest ranking nominated school for which they are eligible for a place and that;
 - ii. if a place cannot be offered at a nominated school, a place will be offered at an alternative school.
5. The LA will make appropriate arrangements to ensure that the form is available on request and take all reasonable steps to ensure that every parent resident in the LA area who has a child in the last year of primary education receives a copy of the form with written explanation.
6. All preferences expressed on the form are valid applications. Voluntary Aided Schools can require parents who nominate their school to complete a supplementary form or provide additional information where this is required for the governing body to apply their

oversubscription criteria to the applicant. The supplementary form, if required must be returned to the school.

Where a Voluntary Aided School receives a supplementary form from a City of York resident it will not be regarded as a valid application unless the parent has completed the common application form and the school is nominated on it.

7. The closing date for applications is **31 October 2010**. Completed forms can be returned to the LA via a pupil's primary school.
8. The LA will act as a clearing house for the allocation of places by the relevant admission authorities in response to the common application form. The LA will only make a decision with respect to the offer or refusal of a place in response to any preference expressed on the common application form 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 parent has nominated
9. By **3rd December 2010** where parents have nominated a school outside the LA area, the LA will notify the relevant authority authorities, including all relevant details and any supplementary form received by this date which schools require in order to apply their oversubscription criteria.
10. By the **18th January 2011** the admission authority for each school will consider all applications for their school, apply the schools oversubscription criteria (if appropriate) and provide the LA with a list of those applicants ranked according to the schools oversubscription criteria.
11. The LA will match this ranked list against the ranked lists of the other schools nominated and;
 - Where the child is eligible for a place at only one of the nominated schools, that school will be allocated to the child;
 - Where the child is eligible for a place at two or more of the nominated schools, they will be allocated a place at whichever of these schools is the highest ranked preference.

Where the child is not eligible for a place at any of the nominated schools, the child will be allocated a place at the nearest appropriate school with a vacancy.

12. By **11 February 2011** the LA will inform other LAs of places in City of York schools to be offered to their residents and on **18 February 2011** it will inform its secondary schools of the pupils to be offered a place at their schools.
13. On **1st March 2011** all parents will be notified of which school their child has been offered a place and information about their statutory right of appeal against the decision to refuse places at other nominated schools including Voluntary Aided and other LEA's schools.
14. The closing date for applications is 31 October 2010. The LA will accept late applications up to 31st December 2010 for parents who have a good reason for submitting their form late, for example if the family have moved into the City of York area.

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**Co-ordinated Admissions Scheme for Primary Schools for
September 2011 and January 2012 entry in the area of City of
York Local Authority (LA)**

The Scheme

1. There will be a standard form known as the common application form.
2. The form will be used for the purpose of admitting pupils into the reception year of primary education.

The form must be used as a means of expressing one or more preferences by parents resident in the City of York 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);
 - b. to be admitted to a school located in another LA's area (including Voluntary Aided Schools)
4. The form will –
- a. invite parents to express in rank order up to three preferences, including Voluntary Aided schools and schools outside the City of York area.
 - b. invite parents to give their reasons for each preference
 - c. explain that the parent will receive no more than one offer of a school place and that;
 - i. a place will be offered at the highest ranking nominated school for which they are eligible for a place and that;
 - ii. if a place cannot be offered at a nominated school, a place will be offered at an alternative school.
5. The LA will make appropriate arrangements to ensure that the form is available on request and take all reasonable steps to ensure that every parent resident in the LA area who has a child who is due to commence reception year in primary education receives a copy of the form with written explanation.
6. All preferences expressed on the form are valid applications. Voluntary Aided Schools can require parents who nominate their school to complete a supplementary form or provide additional information to where this is required for the governing body to apply their over subscription criteria to the applicant. The supplementary form, if required must be returned to the school.

Where a Voluntary Aided School receives a supplementary form from a City of York resident it will not be regarded as a valid application unless the parent has completed the common application form and the school is nominated on it.

7. The closing date for applications is **15 January 2011**. Completed forms must be returned to the Local Authority including those parents who indicate a school outside the City of York area.
8. The LA will act as a clearing house for the allocation of places by the relevant admission authorities in response to the common application form. The LA will only make a decision with respect to the offer or refusal of a place in response to any preference expressed on the common application form 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 parent has nominated
9. By **18 February 2011** where parents have nominated a school outside the LA area, the LA will notify the relevant authority / authorities, including all relevant details and any supplementary form received by this date which schools require in order to apply their oversubscription criteria.

Up to and including the **28 February 2011** each school will be provided with regular updates by the LA as to how many applications they have received for admission to their school. Those schools who are their own admission authorities will by this date have considered all applications for their school, apply the schools oversubscription criteria (if appropriate) and provide the LA with a list of those applicants ranked according to the schools oversubscription criteria.

10. The LA will match the ranked list against the ranked lists of the other schools nominated and;
 - Where the child is eligible for a place at only one of the nominated schools, that school will be allocated to the child;
 - Where the child is eligible for a place at two or more of the nominated schools, they will be allocated a place at whichever of these schools is the highest ranked preference.

Where the child is not eligible for a place at any of the nominated schools, the child will be allocated a place at the nearest appropriate school with a vacancy.

11. By **18 March 2011** the LA will inform other LAs of places in City of York schools to be offered to their residents

12. By **18 March 2011** the LA will inform all primary schools of the pupils to be offered a place at their schools.

13. On **1 April 2011** all parents will be notified by the LA of where their child has been offered a place and information about their statutory right of appeal if they have not been offered their first preference of school (including Voluntary Aided schools).

14. The closing date for applications is 15 January 2011. The LA will accept late applications up to 11 March 2011 for parents who have a good reason for submitting their form late, for example if the family have moved into the City of York area.

TIMETABLE OF CO-ORDINATED SCHEME

15 January 2011 -	Closing date for the common application form
14 February 2011 -	All City of York Voluntary Aided primary schools provide LA with list of applicants indicating those pupils who they are able to offer a place to.
By 18 February 2011 -	where parents have nominated a school outside the LA area, the LA will notify the relevant authority of the application.
18 March 2011 -	LA confirms with all primary schools a finalised list of pupils to be offered a place at each school. Having checked that all pupils have only been offered one school and that school is of the parents highest preference.
18 March 2011	The LA will inform other LAs of places in City of York schools to be offered to their residents
1 April 2011 -	Notification sent to parents by LA.

**2011/2012 ADMISSIONS POLICY FOR CITY OF YORK COUNCIL
COMMUNITY AND VOLUNTARY CONTROLLED PRIMARY SCHOOLS**

1. The City of York Council policy for allocating primary school places is designed to be as fair as possible while ensuring that resources are used sensibly. Pupils will normally be admitted into the year group relevant to the pupils age.
2. Pupils will start full time in the school year they turn five. All pupils will be offered the opportunity of a full time place from September 2011.

The policy includes an option of 'deferred entry'. This means that parents may secure a place at a school under the normal admission arrangements but choose to postpone their child's admission to the school until the term after a child turns five. Parents will also be able to request a part-time place until the term after the child turns five. It is a legal requirement that all children must enter formal full time education the term after their fifth birthday

3. Under the primary school admission arrangements the allocation of places is based on where the child/parent lives and the preferences of parents.
4. 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. Some schools will be oversubscribed. If that is the case, priority is given to certain categories of pupil. The criteria set out in paragraph 5 will be used to prioritise all applicants who have applied for a place at a school.
5. **First priority: Pupils looked after by a local authority** – This applies to all pupils who are in the care of a local authority or are provided with accommodation by the authority (see section 22 of the Children Act 1989);

Second priority: Pupils who live within the catchment area normally served by the school – The catchment areas are designated by the City of York Local Authority and are made available to parents via the annual Guide for Parents, or from the Education Access Team;

Third priority: Pupils considered by the Local Authority to have exceptional social or medical needs which relate to the preferred school – The Local Authority may consult with other medical/educational professionals for a further opinion as to whether a pupil should be allocated a place to an individual school due to a particular medical condition or social need;

Fourth priority: Pupils with siblings at the school in September 2011 – 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;

Fifth priority: Pupils who live closest to the school using the nearest available safe walking route- Distance is measured from the home address to the entrance of the school using the LA's computerised measuring system. The Local Authority is constantly reviewing the nearest available safe walking routes, working closely with the Road Safety Team.

Important note: The admission of pupils with a statement of special educational needs is covered by different admission regulations, however where a school is named in a pupils statement of special educational needs, the Local Authority and the school have a duty to admit the child and will therefore be allocated a place at the named school;

The admission of pupils to a primary school is a completely separate process which is not related to nursery admissions. Attendance at a particular nursery class or early years provider does not give a pupil any priority within the admissions policy for admission to a primary school

6. If a school is oversubscribed a waiting list will be held from when allocations have been made on the 1 April 2011 until 16 December 2011. A pupils position on the list will be determined by the criteria set out in paragraph 5. If a place is to be allocated to a pupil and there is more than one pupil from the same over subscription criteria (i.e. two pupils who have an elder sibling already in the school), a place would be offered to the pupil who fulfils a place in the next higher criterion. In the unlikely case of identical distances under criterion 5, the applications will be ordered randomly by the Authority's admissions software.
7. Applicants refused a place at a school have the right of appeal. Appeals are heard by an independent appeals panel. Applicants will be able to appeal once for a place at a given school in any one school year unless any significant new information comes available which was not available at the original hearing.

**2011/2012 ADMISSIONS POLICY FOR CITY OF YORK COUNCIL
COMMUNITY AND VOLUNTARY CONTROLLED SECONDARY SCHOOLS**

1. The City of York Council policy for allocating secondary school places is designed to be as fair as possible while ensuring that resources are used sensibly. Pupils will normally be admitted into the year group relevant to the pupils age.
2. Under the secondary school admission arrangements the allocation of places is based on where the child/parent lives and the preferences of parents.
3. 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. Some schools will be oversubscribed. If that is the case, priority is given to certain categories of pupil. The criteria set out in paragraph 4 will be used to prioritise all applicants who have applied for a place at a school.
4. **First priority: Pupils looked after by the authority** – This applies to all who are in the care of a local authority or are provided with accommodation by the authority (see section 22 of the Children Act 1989);

Second priority: Pupils who live within the catchment area normally served by the school – The catchment areas are designated by the City of York Local Authority and are made available to parents via the annual Guide for Parents, secondary school open nights or from the Education Access Team;

Third priority: Pupils considered by the Local Authority to have exceptional social or medical needs which relate to the preferred school – The Local Authority may consult with other medical/educational professionals for a further opinion as to whether a pupil should be allocated a place to an individual school due to a particular medical condition or social need;

Fourth priority: Pupils with siblings at the school in September 2011 – 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;

Fifth priority: Pupils who live closest to the school using the nearest available safe walking route- Distance is measured from the home address to the entrance of the school using the LA's computerised measuring system. The Local Authority is constantly reviewing the nearest available safe walking routes, working closely with the Road Safety Team.

Important note: The admission of pupils with a statement of special educational needs is covered by different admission regulations, however where a school is named in a pupils statement of special educational needs, the LA and the school have a duty to admit the child and will therefore be allocated a place at the named school.

5. If a school is oversubscribed a waiting list will be held from when allocations have been made on the 1 March 2011 until 16 December 2011 . A pupils position on the list will be determined by the criteria set out in paragraph 4. If a place is to be allocated to a pupil and there is more than one pupil from the same over subscription criterion (i.e. two pupils who have an elder sibling already in the school), a place would be offered to the pupil who fulfils a place in the next higher criterion. In the unlikely case of identical distances under criterion 5, the applications will be ordered randomly by the Authority's admissions software.
6. Applicants refused a place at a school have the right of appeal. Appeals are heard by an independent appeals panel. Applicants will be able to appeal once for a place at a given school in any one school year unless any significant new information comes to available which was not available at the original hearing.

**Admission
Arrangements
for
Sixth Form
2011-2012**

Fulford School

Introduction

- 1 The City of York Council is the Admissions Authority for Fulford School and is therefore responsible for the admission of pupils into the sixth form at the school. The City of York Council has however delegated the responsibility for the administration of admissions to the sixth form to the Headteacher of the school. Any queries regarding sixth form admissions should be directed to the school.
- 2 The capacity for the sixth form is 305.

A Admission to the sixth form

- 1 Admission to the sixth form will be from:
 - (a) students in Year 11 at Fulford School; and
 - (b) students from outside of Fulford School.
 - 2 The admission number for pupils entering the sixth form from outside of Fulford will be 35 each year.
 - 3 Students on roll at Fulford School are required to apply for a place in the sixth form as are students from other schools.
 - 4 The entry requirements for admission to the sixth form shall be the same for students on roll in Year 11 at the school and external applicants.
 - 5 Students will be admitted into the sixth form 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 those seeking admission to the Sixth Form must achieve the necessary grades for access onto the courses they have chosen.

C Oversubscription criteria

Where the number of eligible external applicants for a course of study exceeds the places available then admission will be determined in accordance with the following priority of admission criteria:

1. Students looked after by a local authority;
2. Students who live within the catchment area normally served by Fulford;
3. Students considered by Fulford School to have exceptional social or medical needs which relate to Fulford School;
4. Students with siblings at the school in September 2011 (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 school using the nearest available safe walking route (Distance is measured from the home address to the entrance of the school using the LA's computerised measuring system).

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 pupils chosen course is not full.

D Appeals

- 1 Any student refused the offer of a place in the sixth form has the right of appeal to an independent appeals panel.

E False Information

Where the School has made the offer of a place in the sixth form on the

basis of a fraudulent or intentionally misleading application which has effectively denied a place in the sixth form to a pupil with a stronger claim, the offer of a place will be withdrawn.



F Late Applications

- 1 Late applications will be considered up to the end of the second full week of the Autumn Term.

G Timetable for admission

- | | |
|-------------------------------------------------------------------|----------------|
| 1. Students complete application | December 2010 |
| 2. School accepts application and this is communicated to parents | December 2010 |
| 3. Application processed | February 2011 |
| 4. GCSE results published | August 2011 |
| 5. Admission confirmed or refused | August 2011 |
| 6. Independent appeals | September 2011 |

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

Address for correspondence:

Headteacher
Fulford School
Fulfordgate
Heslington Lane
York
YO10 4FY

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**Admission
Arrangements
for
Sixth Form
20011-2012**

**Joseph Rowntree
School**

Introduction

- 1 The City of York Council is the Admissions Authority for Joseph Rowntree School and is therefore responsible for the admission of pupils into the sixth form at the school. The City of York Council has however delegated the responsibility for the administration of admissions to the sixth form to the Headteacher of the school. Any queries regarding sixth form admissions should be directed to the school.
- 2 The capacity for the sixth form is 300.

A Admission to the sixth form

- 1 Admission to the sixth form will be from:
 - (a) students in Year 11 at Joseph Rowntree School; and
 - (b) students from outside of Joseph Rowntree School.
 - 2 The admission number for pupils entering the sixth form from outside of Joseph Rowntree will be 25 each year.
 - 3 Students on roll at Joseph Rowntree School are required to apply for a place in the sixth form as are students from other schools.
 - 4 The entry requirements for admission to the sixth form shall be the same for students on roll in Year 11 at the school and external applicants.
 - 5 Students will be admitted into the sixth form 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 those seeking admission to the Sixth Form must have a minimum average point score of 38 at GCSE. In addition students should refer to the course information for the minimum grades preferred in each subject.

C Oversubscription criteria

Where the number of eligible external applicants for a course of study exceeds the places available then admission will be determined in accordance with the following priority of admission criteria:

1. Students looked after by a local authority;
2. Students who live within the catchment area normally served by Joseph Rowntree;
3. Students considered by Joseph Rowntree School to have exceptional social or medical needs which relate to Joseph Rowntree School;
4. Students with siblings at the school in September 2011 (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 school using the nearest available safe walking route. (Distance is measured from the home address to the entrance of the school using the LA's computerised measuring system).

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 pupils chosen course is not full.

D Appeals

- 1 Any student refused the offer of a place in the sixth form has the right of appeal to an independent appeals panel.

E False Information

Where the School has made the offer of a place in the sixth form on the basis of a fraudulent or intentionally misleading application which has effectively denied a place in the sixth form to a pupil with a stronger claim, the offer of a place will be withdrawn.

F Late Applications

- 1 Late applications will be considered up to the end of the second full week of the Autumn Term.

G Timetable for admission

- | | |
|-------------------------------------------------------------------|----------------|
| 1. Students complete application | December 2010 |
| 2. School accepts application and this is communicated to parents | December 2010 |
| 3. Application processed | February 2011 |
| 4. GCSE results published | August 2011 |
| 5. Admission confirmed or refused | August 2011 |
| 6. Independent appeals | September 2011 |

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

Address for correspondence:

Headteacher
Joseph Rowntree School
Haxby Road
New Earswick
York
YO32 4BZ

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**Admission
Arrangements
for
Sixth Form
2011-2012**

**Huntington
School**

Introduction

- 1 The City of York Council is the Admissions Authority for Huntington School and is therefore responsible for the admission of students into the sixth form at the school. The City of York Council has however delegated the responsibility for the administration of admissions to the sixth form to the Headteacher of the school. Any queries regarding sixth form admissions should be directed to the school.
- 2 The capacity for the sixth form is 320. This is a combined figure for Years 12 and 13

A Admission to the sixth form

- 1 Admission to the sixth form will be from:
 - (a) students in Year 11 at Huntington School; and
 - (b) students from outside of Huntington School.
 - 2 The admission number for students entering the sixth form from outside of Huntington will be 30 each year.
 - 3 Students on roll at Huntington School are required to apply for a place in the sixth form as are students from other schools.
 - 4 The entry requirements for admission to the sixth form shall be the same for students on roll in Year 11 at the school and external applicants.
 - 5 Students will be admitted into the sixth form 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 those seeking admission to the Sixth Form must achieve the necessary grades for access onto the courses they have chosen.

C Oversubscription criteria

Where the number of eligible external applicants for a course of study exceeds the places available then admission will be determined in accordance with the following priority of admission criteria:

1. Students looked after by a local authority;
2. Students who live within the catchment area normally served by Huntington;
3. Students considered by Huntington School to have exceptional social or medical needs which relate to Huntington School;
4. Students with siblings at the school in September 2011 (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 school using the nearest available safe walking route. (Distance is measured from the home address to the entrance of the school using the LA's computerised measuring system.)

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

- 1 Any student refused the offer of a place in the sixth form has the right of appeal to an independent appeals panel.

E False Information

Where the School has made the offer of a place in the sixth form on the

basis of a fraudulent or intentionally misleading application which has effectively denied a place in the sixth form to a student with a stronger claim, the offer of a place will be withdrawn.



F Late Applications

- 1 Late applications will be considered up to the end of the second full week of the Autumn Term.

G Timetable for admission

- | | |
|-------------------------------------------------------------------|----------------|
| 1. Students complete application | December 2010 |
| 2. School accepts application and this is communicated to parents | December 2010 |
| 3. Application processed | February 2011 |
| 4. GCSE results published | August 2011 |
| 5. Admission confirmed or refused | August 2011 |
| 6. Independent appeals | September 2011 |

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

Address for correspondence:

Headteacher
Huntington School
Huntington
York
YO32 9WT

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