

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

To: Councillor Rawlings
Date: Tuesday, 24 January 2017
Time: 4.00 pm
Venue: The King John Room (GO59) - West Offices

AGENDA

Notice to Members – Post Decision Calling In:

Members are reminded that, should they wish to call in any item* on this agenda, notice must be given to Democratic Services by **4:00pm on Thursday 26 January 2017**.

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

Written representations in respect of items on this agenda should be submitted to Democratic Services by **5.00pm on Friday 20 January 2017**.

1. **Declarations of Interest**

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

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

which he might have in respect of business on this agenda.

2. **Minutes**

(Pages 1 - 2)

To approve and sign the minutes of the decision session held on 26 July 2016.

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 at **5.00pm on Monday 23 January 2017**.

Members of the public may register to speak on an item on the agenda or an issue within the Executive Member's remit.

Filming, Recording or Webcasting Meetings

Please note this meeting may be filmed and webcast and that includes any registered public speakers, who have given their permission. This broadcast can be viewed at <http://www.york.gov.uk/webcasts>.

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

The Council's protocol on Webcasting, Filming & Recording of Meetings ensures that these practices are carried out in a manner both respectful to the conduct of the meeting and all those present. It can be viewed at: http://www.york.gov.uk/download/downloads/id/11406/protocol_film_or_webcasting_filming_and_recording_of_council_meetings_20160809.pdf

4. Admissions Arrangements Consultation (Pages 3 - 108) 2018/19

This report seeks approval of the admissions policies and published admission numbers for community and voluntary controlled schools – schools for whom the City of York Council is the admissions authority – for the year beginning in September 2018.

The report also seeks approval of the co-ordinated admissions schemes for the City of York area – for which City of York Council is the coordinating Local Authority – for applications to start the school year beginning in September 2018.

5. Provision of additional temporary classrooms at Acomb Primary School due to increased pupil numbers (Pages 109 - 112)

This report seeks approval to provide additional temporary classroom accommodation at Acomb Primary School. The additional classrooms are required from the beginning of the 2017/18 school year. This accommodation will meet existing demand at the school following a decision to admit additional pupils in the school's Reception cohort in 2016, which relieved wider pupil place pressures in the west of the city. Approval is sought for the required capital expenditure.

6. Urgent Business

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

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 Democratic Services Officer responsible for servicing this meeting:

- Registering to speak
- Business of the meeting
- Any special arrangements
- Copies of reports and
- For receiving reports in other formats

Contact details are set out above.

This information can be provided in your own language.

我們也用您們的語言提供這個信息 (Cantonese)

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

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

Bu bilgiyi kendi dilinizde almanız mümkündür. (Turkish)

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

 **(01904) 551550**

City of York Council

Committee Minutes

Meeting	Decision Session - Executive Member for Education, Children and Young People
Date	26 July 2016
Present	Councillor Rawlings

5. **Declarations of Interest**

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

6. **Minutes**

Resolved: That the minutes of the Decision Session held on 30 June 2016 be approved and signed as a correct record.

7. **Public Participation**

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

8. **Proposed use of Basic Need funding to support improvements to facilities at Archbishop Holgate's Academy**

The Executive Member considered a report that detailed work that needed to take place to improve facilities at Archbishop Holgate's Church of England Academy. It was noted that there was an urgent need (from 1 September 2016) for increased capacity in terms of social space and dining facilities to accommodate growing pupil numbers at the school.

Officers drew attention to the growth in pupil numbers at the school, as detailed in paragraphs 3 and 4 of the report and to

the consultation that had taken place regarding the proposed improvements to the school.

The Executive Member considered the options detailed in paragraphs 9 to 11 of the report. Officers explained that Option 1 in the report would be a traditional build which meant that it would not be completed for September 2016. Option 2 would use modular buildings to create a permanent building at the front of the school. This option was more cost effective than Option 1 and the work could be completed more quickly.

The Executive Member stated that he recognised the need to ensure that pupils had access to good facilities as well as classroom accommodation. He sought assurances that the use of modular buildings would provide facilities that were of good quality. Officers stated that the use of modular buildings was now common in school building. They were durable and of good quality and the feedback from users had been very positive.

The Executive Member sought clarification as to whether pupil numbers at the school would level out. He was informed that this was the case and hence the buildings would be fit for purpose.

Resolved: That the use of £206,000 of Basic Need funding to support improvements to the catering facilities and social spaces at Archbishop Holgate's Church of England Academy, (Option 2 - as detailed in paragraph 10 of the report), be approved.

Reason: As a result of the continued growth in pupil numbers the current catering facilities and social spaces at the school are no longer adequate to meet the school's requirements.

Executive Member

[The meeting started at 4.00 pm and finished at 4.12 pm].



Decision Session – Executive Member for Education, Children and Young People **24 January 2017**

Report of the Corporate Director of Children, Education and Communities

Coordinated admissions schemes and admission arrangements for the 2018/2019 school year

Summary

1. This report seeks approval of the admissions policies and published admission numbers for community and voluntary controlled schools – schools for whom the City of York Council is the admissions authority – for the school year beginning in September 2018.
2. It also seeks approval of the coordinated admissions schemes for the City of York area – for which the City of York Council is the coordinating Local Authority – for applications to start the school year beginning in September 2018.

Recommendations

3. The Executive Member for Education, Children and Young People is recommended to approve:
 - the coordinated schemes and admissions policies for all City of York Council schools for the 2018/19 school year, as set out in Annexes B-G and Z-AB
 - proposed published admission numbers for all City of York Council schools for the school year beginning in September 2018, as set out in Annex A

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

Background

4. It is the duty of the admissions authority to carry out a consultation each year on admission arrangements where these have changed, or at least once every seven years. Admission arrangements

include the admissions policy and the published admission number (PAN) for each school.

5. In the case of maintained schools, the admission authority is the local authority (LA), whilst for voluntary aided or academy schools it is the governing body or academy trust of the school.
6. As academies have come together in multi-academy trusts (MATs), the admission arrangements have been increasingly set by the trust boards of these MATs, rather than individual academy trusts.
7. Admissions policies detail what information should be provided by applicants and how preferences will be ordered according to the oversubscription criteria should schools be oversubscribed – that is have more applications for places than there are places available.
8. PANs are important because they relate to the maximum number of children it is intended to admit in the year of entry (reception in primary and infant schools, year 3 in junior schools, and year 7 in secondary schools). For year 12 entry in secondary schools, this number is the intended number of external applicants to be admitted, that is excluding those in Year 11 at that school.
9. It is also the duty of the LA to have in place coordinated admissions schemes for each coordinated year of entry. These schemes detail how and when applications can be made and coordination between admissions authorities and local authorities will take place.

Consultation

10. After an invitation from the LA, all admissions authorities in the LA area agreed to take part in a joint consultation to provide parents, schools and other interested parties with all admissions arrangements for 2018/19 in one place.
11. Once again, those schools that have recently converted to academy status and new MATs, for whom the LA is not the admissions authority opted to take part in a joint consultation. LA officers supported new MATs as well as existing academies with the formulation of their admission arrangements, many of which now have arrangements that are operationally identical to the LA's own arrangements for community and voluntary controlled

schools. This practice and support not only ensures that newly converted academies have valid admission arrangements and supports schools with their new responsibilities, but also ensures that the admissions policies of non-faith schools remain similar, regardless of school type. These arrangements are set out in the annexes to this report.

12. Although coordinated by the LA, the responsibility for the formulation, determination and consultation of admission arrangements for schools for which the LA is not the admissions authority remain the responsibility of the respective governing body/academy trust.
13. The School Admissions Code of Practice 2014 requires that where consultation takes place it must be for a minimum of six weeks between 1 October and 31 January. Determination of these admission arrangements by admissions authorities must be complete by 28 February 2017 for the school year beginning in September 2018. This timeframe means that consultation on arrangements takes place some 23 months before children would be due to start school.
14. Neighbouring LAs, school headteachers, governing bodies, dioceses, and those that had previously expressed a continued interest in school admissions including the Ministry of Defence Welfare Team and YREN (York Racial Equality Network) were sent details of the consultation. The views of residents and parent/carers were also sought, although as is common, only a few residents responded.
15. The consultation ran from 31 October 2016 until 16 December 2016 and included all admission arrangements for schools in the LA area for the 2018/19 school year.
16. This year no changes were made to the City of York In Year Admissions Policy and Coordinated Scheme, or the all-admission authority policy on the Delayed and Deferred Admission to Primary School that applies to summer born children. These three documents were all consulted on and approved in 2016 and no changes are legally necessary or have been sought or suggested by either schools or officers.

Options

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

Admissions Policies

18. The LA has consulted with relevant admissions authorities on the proposed admissions arrangements for the 2018/19 school year. The City of York's proposed coordinated schemes and admissions policies are set out in Annexes B–G. Policies for voluntary aided and academy schools are contained in annexes H–W. Year 12 admissions policies are contained in annexes X–AB.
19. The coordinated schemes are applicable to all maintained schools in York including community, voluntary controlled, voluntary aided and academy schools.
20. The City of York admissions policy for each year of entry is applicable to all schools for which the LA is the admissions authority; that is all community and voluntary controlled schools. Voluntary aided and academy schools operate their own admissions policies, though those of schools that have recently become their own admissions authorities are almost identical to the admissions policies for community and voluntary controlled schools. The LA assists in the formulation and maintenance of these other policies each year whilst these schools maintain their wish for the similarity of these policies to the LA's own policies.
21. The City of York admissions policies have had few changes from those determined last year. The only substantive change has been made to the admissions policy for junior schools that applies to only two York schools – Archbishop of York's CE Junior School and Carr Junior School. The change that has been made is to insert a criterion within the oversubscription criteria for those children who attend the neighbouring infant school.

This criterion was inserted following discussion between officers and schools in Bishopthorpe after being raised with officers by the

head teacher and governing body of Bishopthorpe Infant School throughout the last 12 months.

22. The view of Bishopthorpe Infant School is that the existence of a policy that does not guarantee admission for children into Archbishop of York's CE Junior School is having a "negative impact on our numbers for reception". In 2016, the second year the existing policy has been in place, Bishopthorpe Infant School has seen a lower number of families expressing a preference for the school, though this should be seen in the context of a low birth cohort in Bishopthorpe and Acaster Malbis.

As no policy could guarantee places, and following further discussion and consultation with infant and junior schools across the city, officers believe that the proposed policy makes some provision for these children within the oversubscription criteria, whilst balancing the need to maintain admission arrangements that are fair, balanced and in line with other schools across the LA area.

Published Admission Numbers

23. The following general principles should apply when considering increases in PANs:
- a) The school should have enough physical space to accommodate a full complement of children in each year group, based on the proposed number (or agreement from the local authority to provide additional space). Alternatively, there must be firm capital project plans in place to provide any additional accommodation required and the required funding must be secure.
 - b) The increase should form part of the agreed place planning strategy for the area. This means that there should be sufficient demand from within the school's catchment area (if applicable), or from across the wider community, to limit the risk of drawing increased numbers of pupils away from other schools.
 - c) The proposed number should enable relatively straightforward organisation of classes, bearing in mind the infant class size limit of 30 children per fully qualified teacher for reception, year 1 and year 2 pupils.
24. The following general principles should apply when considering decreases in PANs:

- a) The school must still be able to accommodate demand from within their local area (catchment area, parish or priority zone).
 - b) The requested number should enable or facilitate relatively straightforward organisation of classes, bearing in mind the infant class size limit of 30 children per fully qualified teacher for reception, year 1 and year 2 pupils.
25. In the past several years the PANs of several schools have been raised in order to accommodate a rising number of pupils, either through utilising existing spaces or adding to existing accommodation.
26. At primary level, the LA has focused on ensuring a sufficiency of supply by raising the PAN of schools to maximise the number of places whilst complying with the limits of infant class size legislation of 30 pupils per qualified teacher. Other primary schools have requested increases, and have had these approved, where the conditions in paragraph 21 have been met, principally to accommodate additional demand, but also to aide better class organisation and use of resources.
27. At secondary level, the LA has focused on ensuring a sufficiency of places in the south-east of the city, principally at Fulford School, where in-catchment pupil numbers have increased significantly. Projects funded by ‘Basic Need’ monies – ring-fenced funding provided by central government for this purpose – have been put in place at Fulford to increase the PAN to 240.
28. Based on the principles in paragraphs 21-22, officers propose, following detailed investigation of potential implications, the following change to PANs:

School	Proposal	Recommendation	Reason
Joseph Rowntree School (Voluntary Controlled)	Increase from 220 to 232	Approve - pending DMT comment	To accommodate additional catchment demand in future years.

Analysis

The Joseph Rowntree School – increase PAN from 220 to 232

29. The LA did not at the start of the consultation propose a change of PAN, but instead received a request from the governing body to raise the planned admission number from 220 to 232 from September 2018. The deputy head teacher of the school has outlined to officers how the school plans to accommodate these increased numbers within the existing 9 class structure, without the need for additional classes or classrooms.
30. In 2015 and 2016, The Joseph Rowntree School received 239 and 253 1st preferences for a place in Year 7, above their planned admission number of 220. This resulted in a waiting list of 57 and 72 pupils respectively and several successful appeals for places at the school. In 2017 the school has gathered 233 1st preferences, with the 2017 waiting list not being known until National Offer Day on 1 March 2017.
31. All children within the catchment area of the school and all those with a sibling at the school have successfully been offered a place in the last two admissions years for which data is available, although the numbers of these children is increasing toward the current PAN of 220. In 2015 13 non catchment children without a sibling were offered a place at the school on National Offer Day, which reduced to just five in 2016. Those refused a place include children in Clifton, Heworth and Rawcliffe.
32. In recent years, an increasing number of children from the Canon Lee catchment area have started to express a preference for the school and a small number have been allocated places at The Joseph Rowntree School. As the number of secondary aged children rises, and the demand from within the catchment area of The Joseph Rowntree School increases, based on the current PAN, it is likely that accommodating all children within the catchment area of the school and all those with a sibling at the school will become increasingly difficult in future years. The school have started to admit more than 220 in several year groups, often at the direction of LA officers, in order to provide for places for those children resident in the catchment area at any time after the start of Year 7.

33. The school did informally raise the issue of increasing their PAN in 2014 with officers, at which time the school decided not to formally request an increase due to the expected effect of such an increase on neighbouring schools. The school then formally requested an increase in their PAN from 220 to 230 in 2015. This request was refused.
34. The Joseph Rowntree School has an existing capacity of 1410. The net capacity data – which draws on the number and size of teaching and associated spaces – indicates that there is limited additional physical space available to expand into. However, the school have undertaken a significant reorganisation of space in recent years which has increased this figure to 1410 from 1340 when the previous request was received in 2015. The increase of 12 places per year group (60 places in total in Years 7-11) would be offset by this increase.
35. The school have indicated in their consultation response that “we believe that through better utilising current teaching spaces and also re classifying some current non teaching spaces into teaching spaces, that we are able to provide for the planned increase in MAL [PAN] to 232 pupils”. Officers have made clear that no additional funding would follow a school-requested increase in PAN. The LA is therefore not being asked to provide additional accommodation on the school site in future - and with it ‘Basic Need’ capital expenditure – to accommodate this increase.
36. The increase of 12 places per year group at a school rated ‘Good’ by Ofsted would realise existing capacity at no cost to ‘Basic Need’ funding and would meet the LA’s requirement to expand good and outstanding schools. Given the decreasing number of places offered to those children not resident within the catchment area or with a sibling at the school, this increase would help in meeting the longer term needs of residents in the catchment area of The Joseph Rowntree School.
37. Officers recommend that the increase be approved for these reasons above.
38. No other increases or decreases are being proposed by officers, nor have any additional requests been received from the governing bodies of community and voluntary controlled schools during the consultation period.

VA and Academy proposals

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

School	Proposal
Archbishop Holgate's CE School	Increase PAN from 216 to 243

Analysis – Archbishop Holgate's CE School

40. The Academy had informed the LA at the start of the consultation process to a change of PAN from 216 with eight forms to 243, with nine forms.
41. This increase reflects the need for the academy to accommodate additional demand from both within and outside their catchment. To date the academy often admits above its PAN to accommodate increasing numbers of children in Year 7. In 2016 the academy offered over 270 places with ten forms, and through conversations with the academy, officers expect a similar or greater number of places to be offered this year.
42. The LA is not aware of any consultation responses regarding this increase, and has through sharing information with neighbouring LAs, made East Riding of Yorkshire LA aware of the increase. Many of the children admitted over the PAN each year are resident in the East Riding.

Council Plan

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

Implications

Financial

46. There are no direct financial implications for schools or the LA resulting from determination of planned admission numbers for September 2018.

Legal

47. Under section 88C of the School Standards and Framework Act 1998 (SSFA) and Regulation 15 of the Schools Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012 the admission authority must before the beginning of each school year, determine the admission arrangements which are to apply for that year and must carry out consultation about the proposed arrangements, unless there has been no change in the admissions arrangements in any of the six preceding determination years.
48. Under Regulation 2 of the Schools Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012, “determination year” in relation to the proposed admission arrangements for a school means the school year beginning two years before the school year to which the arrangements relate.
49. Section 88D of the SSFA requires an admission authority for a maintained school to include a determination of the number of pupils in each relevant age group that it is intended to admit to a school in that year.
50. Under Regulation 18 of the Schools Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012 (as provided by Section 92 of the SSFA) a local authority must publish on or before 15 March in the determination year, the proposed admission arrangements for any school or Academy which is intended to open in their area within the determination year.
51. Regulation 28 of the Schools Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012 requires a local authority to inform the Secretary of State on or before 28 February in the determination

year whether they have secured the adoption of a qualifying scheme or not.

Other Implications

52. There are no Human Resources, Equalities, Crime and Disorder, Information Technology or Property implications arising from this report.

Risk Management

53. No direct implications.

Contact Details

Author:	Chief Officer Responsible for the report:		
Tom Chamberlain School Services Manager Children, Education and Communities 01904 554239	Jon Stonehouse Corporate Director of Children, Education and Communities		
	Report approved	✓	Date 12.01.17
Specialist Implications Officer(s) Legal: Peter Cairns Employment / Education Lawyer 01904 551095			
Wards Affected:		All	✓
For further information please contact the author of the report			

Background Papers

None

Annexes

Annex A	2018/19 Proposed Published Admission Numbers
Annex B	2018/19 Coordinated admissions scheme – applying to start infant or primary school

Annex C	2018/19 Coordinated admissions scheme – applying to start junior school
Annex D	2018/19 Coordinated admissions scheme – applying to start secondary school
Annex E	2018/19 Admissions policy – City of York Council community and voluntary controlled infant and primary schools
Annex F	2018/19 Admissions policy – City of York Council community and voluntary controlled junior schools
Annex G	2018/19 Admissions policy – City of York Council community and voluntary controlled secondary schools
Annex H	2018/19 Admissions policy – All Saints RC Aided School <i>[available on-line or on request]</i>
Annex I	2018/19 Admissions policy – Archbishop Holgate’s CE Academy <i>[available on-line or on request]</i>
Annex J	2018/19 Admissions policy – Ebor Academy Trust <i>[available on-line or on request]</i>
Annex K	2018/19 Admissions policy – Heworth CE Aided Primary School <i>[available on-line or on request]</i>
Annex L	2018/19 Admissions policy – Hope Learning Trust <i>[available on-line or on request]</i>
Annex M	2018/19 Admissions policy – Huntington Primary Academy <i>[available on-line or on request]</i>
Annex N	2018/19 Admissions policy – Manor CE Academy <i>[available on-line or by request]</i>
Annex O	2018/19 Admissions policy – New Earswick Voluntary Aided Primary School <i>[available on-line or by request]</i>
Annex P	2018/19 Admissions policy – Our Lady Queen of Martyrs RC Aided Primary School <i>[available on-line or by request]</i>
Annex Q	2018/19 Admissions policy – Pathfinder Multi Academy Trust <i>[available on-line or by request]</i>
Annex R	2018/19 Admissions policy – South Bank Academy Trust <i>[available on-line or by request]</i>
Annex S	2018/19 Admissions policy – St Aelred’s RC Aided Primary School <i>[available on-line or by request]</i>

Annex T	2018/19 Admissions policy – St George’s RC Aided Primary School <i>[available on-line or by request]</i>
Annex U	2018/19 Admissions policy – St Lawrence’s CE Aided Primary School <i>[available on-line or by request]</i>
Annex V	2018/19 Admissions policy – St Wilfrid’s RC Aided Primary School <i>[available on-line or by request]</i>
Annex W	2018/19 Admissions policy – Wheldrake with Thorganby CE Aided Primary School <i>[available on-line or by request]</i>
Annex X	2018/19 Admissions policy for Year 12 entry – All Saints RC Aided School <i>[available on-line or by request]</i>
Annex Y	2018/19 Admissions policy for Year 12 entry – Archbishop Holgate’s CE Academy <i>[available on-line or by request]</i>
Annex Z	2018/19 Admissions policy for Year 12 entry – Fulford School
Annex AA	2018/19 Admissions policy for Year 12 entry – Huntington School
Annex AB	2018/19 Admissions policy for Year 12 entry – The Joseph Rowntree School

Glossary

LA	Local Authority
MAT	Multi Academy Trust
PAN	Published Admission Number
YREN	York Racial Equality Network

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Reception Published Admission Number			
Community and Voluntary Controlled Primary and Infant Schools	Current (2016/17)	Previously Determined (2017/18)	Proposed (2018/19)
2000	45	45	45
2386	60	60	60
2003	90	90	90
2018	60	60	60
2430	90	90	90
2013	60	60	60
2007	45	45	45
3151	30	30	30
3152	20	20	20
2008	45	45	45
2241	45	45	45
2028	45	45	45
2428	60	60	60
3158	30	30	30
3159	12	12	12
2176	60	60	60
2012	40	40	40
2014	60	60	60
2058	50	50	50
2349	12	14	14
2169	20	20	20
3002	30	30	30
3222	15	15	15
3156	45	45	45
3003	25	27	27
2227	12	15	15
2429	30	30	30
2017	90	90	90
2240	40	40	40
2027	60	60	60
2015	60	60	60
Voluntary Aided Primary Schools and Academies			
2431	30	30	30
2024	30	30	30
<i>Ebor Creative Arts Academy (proposed)</i>	<i>N/A</i>	<i>N/A</i>	<i>60</i>
2009	30	45	45
2001	60	60	60
3302	20	20	20
2180	60	60	60
2011	60	60	60
3901	30	30	30
3904	60	60	60
2029	60	60	60
3212	85	85	85
2016	45	45	45
3401	30	30	30
3402	30	30	30
3305	30	30	30
3403	40	40	40
3380	30	30	30
Total Reception places available	2116	2138	2198

Year 3 Published Admission Number			
Community and Voluntary Controlled Junior Schools	Current (2016/17)	Previously Determined (2017/18)	Proposed (2018/19)
2002	90	90	90
3229	60	60	60
Total Year 3 places available	150	150	150

Year 7 Published Admission Number			
Community and Voluntary Controlled Secondary Schools	Current (2016/17)	Previously Determined (2017/18)	Proposed (2018/19)
4003	190	190	190
4063	239	239	239
4153	220	240	240
4508	220	220	232
4703	180	180	180
Voluntary Aided Secondary Schools and Academies			
4229	204	204	204
4500	216	216	243
4602	220	220	220
4702	178	178	178
Total Year 7 places available	1867	1887	1926

Year 12 'External' Published Admission Number			
School / Academy	Current (2016/17)	Previously Determined (2017/18)	Proposed (2018/19)
4063	30	30	30
4153	35	35	35
4500	40	40	40
4508	30	30	30
4702	35	35	35
Total 'external' Year 12 places available	170	170	170

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

Coordinated Admissions Scheme

Reception entry

2018 – 2019



CITY OF
YORK
COUNCIL

A Introduction

- 1 This coordinated scheme provides a framework for a fair and open way of determining applications to start primary or infant school in September 2018.
- 2 This scheme complies with the requirements of the School Admissions Code 2014 and all current legislation regarding school admissions.
- 3 This scheme is reviewed each year and subject to a period of consultation amongst schools, governing bodies, admissions authorities, neighbouring local authorities, parent/carers and other interested parties. It is considered within this consultation alongside the admission arrangements of all state-funded schools within the City of York area.
- 4 This scheme applies to all state-funded primary and infant schools in the City of York area who admit children at the start of Reception as the normal year of entry. It aims to ensure that within the operation of an equal preference system:
 - a) each applicant only receives one offer of a school place;
 - b) each applicant is offered the highest ranked preference school that is available; and
 - c) a single offer is made for all applicants on the same day.
- 5 This scheme applies to applications within the primary admissions round, that is when applying for a place in Reception as the normal year of entry to start primary or infant school for the first time. It does not apply to 'in-year' applications for a place at primary or infant school. In-year admissions are those that are made either during the school year, or for admission into year groups other than the normal year of entry. More information on in-year admissions can be found in the City of York In-Year Admissions Policy.

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

B Making Applications

- 1 There will be a standard form known as the 'School admissions application for Primary School in September 2018' ('the form').
- 2 The form will be used for the purpose of admitting children into the first year of primary education by making one single application.
- 3 The form must be used as a means of expressing one or more preferences by applicants who are parent/carers resident in the City of York Local Authority (LA) area wishing to express a preference for their child:
- a) to be admitted to a school within the LA area (including Voluntary Aided Schools and Academies); and/or
 - b) to be admitted to a school located in another LA area (including Voluntary Aided Schools and Academies).
- 4 Applicants resident in other Local Authority areas should apply to the Local Authority in which they are resident and consult the coordinated admissions scheme for that Local Authority area.
- 5 The form will invite applicants to –
- a) express in rank order up to five preferences, including Voluntary Aided schools, Academies and schools outside the City of York area;
 - b) give their reasons for their preference(s); and
 - c) provide details of their child's home address which should be the address at which the child is ordinarily resident. Further information on the address can be found in the [Guide for Parents](#).

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

- 10 The closing date for applications is 15 January 2018. Completed forms must be returned to the LA including those applicants who indicate a school outside the City of York area. Completed forms can be returned to the LA via City of York infant or primary schools. Online applications must be submitted on or before the closing date for applications.

C Late Applications

- 1 Applications received after the closing date may be treated as 'late' applications by the coordinating LA and/or the admissions authority.
- 2 Admission Authorities may decide to accept late applications and treat them as 'on-time' applications if this is accompanied by a satisfactory reason provided at the time of application.
- 3 Late applications received between the closing date for applications and the date places are offered may be applied a lower priority when determining to whom places can be offered.
- 4 Late applications received after the offer day, but before the start of the school year will be coordinated using the same arrangements and criteria as 'on-time' applications, although the availability of places will depend on where places are still available as well as the preferences of applicants.
- 5 Late applications received after the first day of the school year will be considered as 'in-year' applications, although these preferences, if unsuccessful, will be held on a waiting list until the end of the first term in line with 'on-time' applications as set out in Section G of this scheme.

D Coordinating Applications

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

E Decisions on Applications

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

F Offers

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

Where the child is eligible for a place at two or more of the nominated

schools, they will be allocated a place at whichever of these schools is the highest ranked preference.

- 2 Each applicant will receive no more than one offer of a school place. A place will be offered at the highest ranking school named as a preference for which they are eligible for a place.
- 3 The LA, as the coordinating Local Authority for all applicants resident in the City of York area, will offer school places on behalf of all admission authorities operating within the coordinated scheme.
- 4 The LA will provide all City of York primary and infant schools with a provisional list of the children to be offered a place at their schools before the date on which offers are made. This list may be amended by the LA at a later date. Schools should not contact parent/carers until after offers have been made by the LA.
- 5 Offers will be made on 16 April 2018.
- 6 If a place cannot be offered at a school named as a preference, a place will be offered at an alternative school where places are still available. This will be after all those preferencing a school have first been allocated a place. This may be a school some distance from the home address of the applicant.
- 7 No places will be held in reserve for any school.

G Waiting Lists

- 1 A waiting list will be compiled for all oversubscribed schools and kept until at least 31 December 2018.

- 2 Each waiting list will contain all the unsuccessful preferences, whether from 'on-time' or 'late' applications, and ranked in accordance with the relevant oversubscription criteria for that school according to the applicants current circumstances.
- 3 Applicants may request to be added to a waiting list for a school, even if they did not originally express a preference for that school. Requests should be provided in writing from the original applicant to the admissions authority for the school.
- 4 Each additional applicant, or change in circumstances of an applicant, will require the waiting list to be reordered in accordance with the relevant oversubscription criteria for that school.
- 5 The admissions authority for each school shall, should a place become available whilst the waiting list is in operation, make available a place to the applicant on the top of the waiting list on the day the place became available.
- 6 The LA shall, as the coordinating Local Authority, oversee these waiting lists in partnership with schools that are their own admissions authority and other Local Authorities. The LA requires other admission authorities to inform the LA when places may become available, so that a coordinated offer may be made by the LA on behalf of all schools within this coordinated scheme, and to ensure that each child is only allocated one school place.

H Appeals

- 1 Where an applicant has been refused a place at a school of their preference, the applicant will be offered the statutory right of appeal against the decision of the admissions authority for the preference school.

- 2 Applicants may appeal for a school, even if they did not originally express a preference for that school.
- 3 The refusal letter will contain the reason why the preference was refused by the admissions authority for the preference school and what steps the applicant needs to take in order to appeal against this decision.
- 4 Where there is more than one applicant appealing for a school these will be 'grouped appeals' for the first stage wherever possible.
- 5 Where the appeal is for a school in another Local Authority area, where local appeal arrangements may differ from the above, the applicant will be advised to contact that Local Authority to further discuss the appeals process.
- 6 The outcome of the appeals process may mean there are further variations to the allocation of places at all schools. All changes will be communicated between the various admissions authorities operating within this scheme, including the LA, schools that are their own admissions authority, and other Local Authorities.

I

Timetable

by 12 September 2017	Guide for Parents published online at www.york.gov.uk/guideforparents
by 12 September 2017	Opening date for applications. 'School admissions application for Primary School in September 2018' form made available and online applications start to be accepted at www.york.gov.uk/schooladmissions

by 17 November 2017	Letter to parent/carers resident in the LA area with children due to start Reception in September 2018 informing parent/carers that applications should be made online by 15 January 2018. Parent/carers without access to the internet will be informed they should contact School Services for a paper copy of the 'School admissions application for Primary School in September 2018' form.
15 January 2018	Closing date for 'on-time' applications (both online and by paper 'School admissions application for Primary School in September 2018' form)
from 16 January 2018	Applications received may be treated as 'late'
by 22 January 2018	Communicate the total number of first preferences expressed to each City of York primary and infant school
by 26 January 2018	Receive information about applicants resident outside the City of York area expressing preferences for schools within the City of York area from other Local Authorities
by 26 January 2018	Provide information about applicants resident in the City of York area expressing preferences for schools outside the City of York area to other Local Authorities for their consideration.
by 02 February 2018	Provide details of all preferences expressed for Voluntary Aided and Academy schools within the City of York area to those schools for their consideration
by 23 February 2018	Receive completed ranked lists of all preferences from Voluntary Aided and Academy schools within the City of York area
by 23 February 2018	Last date by which Voluntary Aided and Academy schools can notify the Local Authority of an increase in the number of places to be offered on National Offer Day. This is to allow the Local

	Authority good time to deliver its co-ordination responsibilities effectively. The number of places cannot be decreased below the PAN.
by 09 March 2018	First exchange of information, including to whom offers can be made, to other coordinating Local Authorities for applicants resident outside the City of York area
by 09 March 2018	First exchange of information, including to whom offers can be made, from other coordinating Local Authorities for applicants resident in the City of York area
by 23 March 2018	Final exchange of information, including to whom offers can be made, to other coordinating Local Authorities for applicants resident outside the City of York area
by 23 March 2018	Final exchange of information, including to whom offers can be made, from other coordinating Local Authorities for applicants resident in the City of York area
by 13 April 2018	Provide all City of York primary and infant schools with a provisional list of the children to be offered a place at their schools.
16 April 2018	Offers made to City of York resident applicants by email and/or by letter
23 April 2018 – 31 August 2018	Communicate adjustments to allocations to schools and other admission authorities
18 May 2018	Deadline for return of appeal papers for 'on-time' applicants
11 June 2018 – 20 July 2018	Admission appeals for 'on-time' applicants
September 2018	Start of the school year
31 December 2018	Earliest date waiting lists may close – the exact date for each admission authority may vary according to their admission arrangements.

J Contact details for correspondence

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

K City of York Primary and Infant Schools

Acomb Primary (Community, 5-11)
Badger Hill Primary (Academy, 5-11)
Bishopthorpe Infant (Community, 5-7)
Burton Green Primary (Academy, 5-11)
Carr Infant (Community, 5-7)
Clifton Green Primary (Community, 5-11)
Clifton with Rawcliffe Primary (Community, 5-11)
Copmanthorpe Primary (Community, 5-11)
Dringhouses Primary (Community, 5-11)
Dunnington CE Primary (Voluntary Controlled, 5-11)
Elvington CE Primary (Voluntary Controlled, 5-11)
Fishergate Primary (Community, 5-11)
Haxby Road Primary (Academy, 5-11)
Headlands Primary (Community, 5-11)
Hempland Primary (Academy, 5-11)
Heworth CE Primary (Academy, 5-11)

Hob Moor Community Primary (Community, 5-11)
Huntington Primary (Academy, 5-11)
Knavesmire Primary (Academy, 5-11)
Lakeside Primary (Community, 5-11)
Lord Deramore's CE Primary (Voluntary Controlled, 5-11)
Naburn CE Primary (Voluntary Controlled, 5-11)
New Earswick Primary (Voluntary Aided, 5-11)
Osbalwick Primary (Community, 5-11)
Our Lady Queen of Martyrs RC Primary (Voluntary Aided, 5-11)
Park Grove Primary (Community, 5-11)
Poppleton Ousebank (Academy, 5-11)
Poppleton Road Primary (Community, 5-11)
Ralph Butterfield Primary (Community, 5-11)
Robert Wilkinson Primary (Academy, 5-11)
Rufforth Primary (Community, 5-11)
Scarcroft Primary (Academy, 5-11)
Skelton Primary (Community, 5-11)
St Aelred's RC Primary (Voluntary Aided, 5-11)
St Barnabas' CE Primary (Voluntary Controlled, 5-11)
St George's RC Primary (Voluntary Aided, 5-11)
St Lawrence's CE Primary (Voluntary Aided, 5-11)
St Mary's CE Primary (Voluntary Controlled, 5-11)
St Oswald's CE Primary (Voluntary Controlled, 5-11)
St Paul's CE Primary (Voluntary Controlled, 5-11)
St Wilfrid's RC Primary (Voluntary Aided, 5-11)
Stockton on the Forest Primary (Community, 5-11)
Tang Hall Primary (Community, 5-11)
Westfield Primary Community (Community, 5-11)
Wheldrake with Thorganby CE Primary (Voluntary Aided, 5-11)
Wigginton Primary (Community, 5-11)
Woodthorpe Primary (Community, 5-11)
Yearsley Grove Primary (Community, 5-11)

[View school contact details](#)

Junior Schools in the City of York Local Authority area

Coordinated Admissions Scheme

Year 3 entry

2018 – 2019



CITY OF
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COUNCIL

A Introduction

- 1 This coordinated scheme provides a framework for a fair and open way of determining applications to start junior school in September 2018.
- 2 This scheme complies with the requirements of the School Admissions Code 2014 and all current legislation regarding school admissions.
- 3 This scheme is reviewed each year and subject to a period of consultation amongst schools, governing bodies, admissions authorities, neighbouring local authorities, parent/carers and other interested parties. It is considered within this consultation alongside the admission arrangements of all state-funded schools within the City of York area.
- 4 This scheme applies to all state-funded junior schools in the City of York area who admit pupils at the start of Year 3 as the normal year of entry. It aims to ensure that within the operation of an equal preference system:
 - a) each applicant only receives one offer of a school place;
 - b) each applicant is offered the highest ranked preference school that is available; and
 - c) a single offer is made for all applicants on the same day.
- 5 This scheme applies to applications within the junior admissions round, that is when applying for a place in Year 3 as the normal year of entry to start junior school for the first time. It does not apply to 'in-year' applications for a place at junior or primary school. In-year admissions are those that are made either during the school year, or for admission into year groups other than the normal year of entry. More information on in-year admissions can be found in the City of York In-Year Admissions Policy.

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

B Making Applications

- 1 There will be a standard form known as a 'School admissions application for Junior School in September 2018', ('the form').
- 2 The form will be used for the purpose of admitting pupils into the first year of junior education by making one single application.
- 3 The form must be used as a means of expressing one or more preferences by applicants who are parent/carers resident in the City of York Local Authority (LA) area wishing to express a preference for their child:
- a) to be admitted to a school within the LA area (including Voluntary Aided Schools and Academies); and/or
 - b) to be admitted to a school located in another LA area (including Voluntary Aided Schools and Academies).
- 4 Applicants resident in other Local Authority areas should apply to the Local Authority in which they are resident and consult the coordinated admissions scheme for that Local Authority area.
- 5 The form will invite applicants to –
- a) express in rank order up to five preferences, including Voluntary Aided schools, Academies and schools outside the City of York area;
 - b) give their reasons for their preference(s); and
 - c) provide details of their child's home address which should be the address at which the child is ordinarily resident. Further information on the address can be found in the [Guide for Parents](#).

- 6 Applicants are advised to –
- a) consider their 'catchment' school when expressing their preferences. Catchment areas are designated by the Local Authority and are made available to applicants in the [Guide to School Catchment Areas](#), online at www.york.gov.uk and upon request from the School Services team;
 - b) consider the implications of home to school transport when expressing their preferences. The City of York Home to School Transport Policy is made available to applicants online at www.york.gov.uk/schooltransport and upon request from the School Services team. Applicants from outside the City of York area are advised to contact the Local Authority in which they are resident regarding transport;
 - c) inform the LA if they wish to start or to continue to home educate their child from Year 3; and
 - d) inform the LA if they intend to enrol their child in an independent school from Year 3.
- 7 All preferences expressed on the form are valid applications. Voluntary Aided Schools and Academies can require applicants who nominate their school to complete a supplementary information form (SIF) or provide additional information where this is required for the admissions authority to apply their oversubscription criteria to the applicant. The SIF, if required, must be returned directly to the school.
- 8 Where a Voluntary Aided School or Academy receives a SIF from a City of York resident it will not be regarded as a valid application unless the applicant has also completed the (LA) form and the school is listed as a preference on it.
- 9 The submission of an online application via the www.york.gov.uk/schooladmissions website will be accepted in place of manually completing a form. If the LA receives both an online and manual application, and they differ, the LA will query this with the applicant.

- 10 The closing date for applications is 15 January 2018. Completed forms must be returned to the LA including those applicants who indicate a school outside the City of York area. Completed forms can be returned to the LA via City of York infant or primary schools. Online applications must be submitted on or before the closing date for applications.

C Late Applications

- 1 Applications received after the closing date may be treated as 'late' applications by the coordinating LA and/or the admissions authority.
- 2 Admission Authorities may decide to accept late applications and treat them as 'on-time' applications if this is accompanied by a satisfactory reason provided at the time of application.
- 3 Late applications received between the closing date for applications and the date places are offered may be applied a lower priority when determining to whom places can be offered.
- 4 Late applications received after the offer day, but before the start of the school year will be coordinated using the same arrangements and criteria as 'on-time' applications, although the availability of places will depend on where places are still available as well as the preferences of applicants.
- 5 Late applications received after the first day of the school year will be considered as 'in-year' applications, although these preferences, if unsuccessful, will be held on a waiting list until the end of the first term in line with 'on-time' applications as set out in Section G of this scheme.

D Coordinating Applications

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

E Decisions on Applications

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

F Offers

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

Where the pupil is eligible for a place at two or more of the nominated

schools, they will be allocated a place at whichever of these schools is the highest ranked preference.

- 2 Each applicant will receive no more than one offer of a school place. A place will be offered at the highest ranking school named as a preference for which they are eligible for a place.
- 3 The LA, as the coordinating Local Authority for all applicants resident in the City of York area, will offer school places on behalf of all admission authorities operating within the coordinated scheme.
- 4 The LA will provide all City of York junior schools with a provisional list of the pupils to be offered a place at their schools before the date on which offers are made. This list may be amended by the LA at a later date. Schools should not contact parent/carers until after offers have been made by the LA.
- 5 Offers will be made on 16 April 2018.
- 6 If a place cannot be offered at a school named as a preference, a place will be offered at an alternative school where places are still available. This will be after all those preferencing a school have first been allocated a place. This may be a school some distance from the home address of the applicant.
- 7 No places will be held in reserve for any school.
- 8 Offers will be made to all City of York pupils even if parent/carers have not applied for a school place as the LA has a responsibility to ensure a school places is available for every pupil. Offers will not be made where a parent/carer has informed the LA that they intend to either continue or start to –
 - a) educate their child at home; or
 - b) educate their child at an independent school.

G Waiting Lists

- 1 A waiting list will be compiled for all oversubscribed schools and kept until at least 31 December 2018.
- 2 Each waiting list will contain all the unsuccessful preferences, whether from 'on-time' or 'late' applications, and ranked in accordance with the relevant oversubscription criteria for that school according to the applicants current circumstances.
- 3 Applicants may request to be added to a waiting list for a school, even if they did not originally express a preference for that school. Requests should be provided in writing from the original applicant to the admissions authority for the school.
- 4 Each additional applicant, or change in circumstances of an applicant, will require the waiting list to be reordered in accordance with the relevant oversubscription criteria for that school.
- 5 The admissions authority for each school shall, should a place become available whilst the waiting list is in operation, make available a place to the applicant on the top of the waiting list on the day the place became available.
- 6 The LA shall, as the coordinating Local Authority, oversee these waiting lists in partnership with schools that are their own admissions authority and other Local Authorities. The LA requires other admission authorities to inform the LA when places may become available, so that a coordinated offer may be made by the LA on behalf of all schools within this coordinated scheme, and to ensure that each pupil is only allocated one school place.

H Appeals

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

I

Timetable

by 12 September 2017	Guide for Parents published online at www.york.gov.uk/guideforparents
by 12 September 2017	Opening date for applications. 'School admissions application for Junior School in September 2017' form made available and online applications start to be accepted at www.york.gov.uk/schooladmissions
by 17 November 2017	Letter to parent/carers of Year 2 pupils in City of York infant schools informing parent/carers that applications should be made online by 15 January 2018. Parent/carers without access to the internet will be informed they should contact the School Services team for a paper copy of the 'School admissions application for Junior School in September 2018' form.
15 January 2018	Closing date for 'on-time' applications (both online and by paper 'School admissions application for Junior School in September 2018' form)
from 16 January 2018	Applications received may be treated as 'late'
by 22 January 2018	Communicate the total number of first preferences expressed to each City of York junior school
by 26 January 2018	Receive information about applicants resident outside the City of York area expressing preferences for schools within the City of York area from other Local Authorities
by 26 January 2018	Provide information about applicants resident in the City of York area expressing preferences for schools outside the City of York area to other Local Authorities for their consideration.
by 02 February 2018	Provide details of all preferences expressed for Voluntary Aided and Academy schools within the

	City of York area to those schools for their consideration
by 23 February 2018	Receive completed ranked lists of all preferences from Voluntary Aided and Academy schools within the City of York area
by 23 February 2018	Last date by which Voluntary Aided and Academy schools can notify the Local Authority of an increase in the number of places to be offered on National Offer Day. This is to allow the Local Authority good time to deliver its co-ordination responsibilities effectively. The number of places cannot be decreased below the PAN.
by 09 March 2018	First exchange of information, including to whom offers can be made, to other coordinating Local Authorities for applicants resident outside the City of York area
by 09 March 2018	First exchange of information, including to whom offers can be made, from other coordinating Local Authorities for applicants resident in the City of York area
by 23 March 2018	Final exchange of information, including to whom offers can be made, to other coordinating Local Authorities for applicants resident outside the City of York area
by 23 March 2018	Final exchange of information, including to whom offers can be made, from other coordinating Local Authorities for applicants resident in the City of York area
by 13 April 2018	Provide all City of York junior schools with a provisional list of the pupils to be offered a place at their schools.
16 April 2018	Offers made to City of York resident applicants by email and/or by letter
23 April 2018 – 31 August 2018	Communicate adjustments to allocations to schools and other admission authorities
18 May 2018	Deadline for return of appeal papers for 'on-time'

	applicants
11 June 2018 – 20 July 2018	Admission appeals for 'on-time' applicants
September 2018	Start of the school year
31 December 2018	Earliest date waiting lists may close – the exact date for each admission authority may vary according to their admission arrangements.

J Contact details for correspondence

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

K City of York Junior Schools

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

[View school contact details](#)

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Secondary Schools in the City of York Local Authority area

Coordinated Admissions Scheme

Year 7 entry

2018 – 2019



CITY OF
YORK
COUNCIL

A Introduction

- 1 This coordinated scheme provides a framework for a fair and open way of determining applications to start secondary school in September 2018.
- 2 This scheme complies with the requirements of the School Admissions Code 2014 and all current legislation regarding school admissions.
- 3 This scheme is reviewed each year and subject to a period of consultation amongst schools, governing bodies, admissions authorities, neighbouring local authorities, parent/carers and other interested parties. It is considered within this consultation alongside the admission arrangements of all state-funded schools within the City of York area.
- 4 This scheme applies to all state-funded secondary schools in the City of York area who admit pupils at the start of Year 7 as the normal year of entry. It aims to ensure that within the operation of an equal preference system:
 - a) each applicant only receives one offer of a school place;
 - b) each applicant is offered the highest ranked preference school that is available; and
 - c) a single offer is made for all applicants on the same day.
- 5 This scheme applies to applications within the secondary admissions round, that is when applying for a place in Year 7 as the normal year of entry to start secondary school for the first time. It does not apply to 'in-year' applications for a place at secondary school. In-year admissions are those that are made either during the school year, or for admission into year groups other than the normal year of entry. More information on in-year admissions can be found in the City of York In-Year Admissions Policy.

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

B Making Applications

- 1 There will be a standard application form known as a 'School admissions application for Secondary School in September 2018', ('the form').
- 2 The form will be used for the purpose of admitting pupils into the first year of secondary education by making one single application.
- 3 The form must be used as a means of expressing one or more preferences by applicants who are parent/carers resident in the City of York Local Authority (LA) area wishing to express a preference for their child:
- a) to be admitted to a school within the LA area (including Voluntary Aided Schools and Academies); and/or
 - b) to be admitted to a school located in another LA area (including Voluntary Aided Schools and Academies).
- 4 Applicants resident in other Local Authority areas should apply to the Local Authority in which they are resident and consult the coordinated admissions scheme for that Local Authority area.
- 5 The form will invite applicants to –
- a) express in rank order up to five preferences, including Voluntary Aided schools, Academies and schools outside the City of York area;
 - b) give their reasons for their preference(s); and
 - c) provide details of their child's home address which should be the

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

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

- 9 The submission of an online application via the www.york.gov.uk/schooladmissions website will be accepted in place of manually completing a form. If the LA receives both an online and paper application, and they differ, the LA will query this with the applicant.
- 10 The closing date for applications is 31 October 2017. Completed forms must be returned to the LA including those applicants who indicate a school outside the City of York area. Completed forms can be returned to the LA via City of York primary or junior schools. Online applications must be submitted on or before the closing date for applications.

C Late Applications

- 1 Applications received after the closing date may be treated as 'late' applications by the coordinating LA and/or the admissions authority.
- 2 Admission Authorities may decide to accept late applications and treat them as 'on-time' applications if this is accompanied by a satisfactory reason provided at the time of application.
- 3 Late applications received between the closing date for applications and the date places are offered may be applied a lower priority when determining to whom places can be offered.
- 4 Late applications received after the offer day, but before the start of the school year will be coordinated using the same arrangements and criteria as 'on-time' applications, although the availability of places will depend on where places are still available as well as the preferences of applicants.

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

D Coordinating Applications

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

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

E Decisions on Applications

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

F Offers

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

Where the pupil is eligible for a place at two or more of the nominated schools, they will be allocated a place at whichever of these schools is the highest ranked preference.
- 2 Each applicant will receive no more than one offer of a school place. A place will be offered at the highest ranking school named as a preference for which they are eligible for a place.
- 3 The LA, as the coordinating Local Authority for all applicants resident in the City of York area, will offer school places on behalf of all admission authorities operating within the coordinated scheme.
- 4 The LA will provide all City of York secondary schools with a provisional list of the pupils to be offered a place at their schools before the date on which offers are made. This list may be amended by the LA at a later date. Schools should not contact parent/carers until after offers have been made by the LA.
- 5 Offers will be made on 01 March 2018.
- 6 If a place cannot be offered at a school named as a preference, a place will be offered at an alternative school where places are still available. This will be after all those preferencing a school have first been allocated a place. This may be a school some distance from the home address of the applicant.
- 7 No places will be held in reserve for any school.

- 8 Offers will be made to all City of York pupils even if parent/carers have not applied for a school place as the LA has a responsibility to ensure a school places is available for every pupil. Offers will not be made where a parent/carer has informed the LA that they intend to either continue or start to –
- a) educate their child at home; or
 - b) educate their child at an independent school.

G Waiting Lists

- 1 A waiting list will be compiled for all oversubscribed schools and kept until at least 31 December 2018.
- 2 Each waiting list will contain all the unsuccessful preferences, whether from 'on-time' or 'late' applications, and ranked in accordance with the relevant oversubscription criteria for that school according to the applicants current circumstances.
- 3 Applicants may request to be added to a waiting list for a school, even if they did not originally express a preference for that school. Requests should be provided in writing from the original applicant to the admissions authority for the school.
- 4 Each additional applicant, or change in circumstances of an applicant, will require the waiting list to be reordered in accordance with the relevant oversubscription criteria for that school.
- 5 The admissions authority for each school shall, should a place become available whilst the waiting list is in operation, make available a place to the applicant on the top of the waiting list on the day the place became available.
- 6 The LA shall, as the coordinating Local Authority, oversee these waiting lists in partnership with schools that are their own admissions authority

and other Local Authorities. The LA requires other admission authorities to inform the LA when places may become available, so that a coordinated offer may be made by the LA on behalf of all schools within this coordinated scheme, and to ensure that each pupil is only allocated one school place.

H Appeals

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

I

Timetable

by 12 September 2017	Guide for Parents published online at www.york.gov.uk/guideforparents
by 12 September 2017	Opening date for applications. 'School admissions application for Secondary School in September 2018' form made available and online applications start to be accepted at www.york.gov.uk/schooladmissions
08 September 2017	Letter to parent/carers of Year 6 pupils in City of York primary schools informing parent/carers of dates of secondary school open evenings and that applications should be made online by 31 October 2017. Parent/carers without access to the internet will be informed they should contact the School Services team for a paper copy of the 'School admissions application for Secondary School in September 2018' form.
September 2017 – October 2017	Secondary school open evenings
October 2017	Follow-up letter to parent/carers of Year 6 pupils in City of York primary schools following secondary school open evenings
31 October 2017	Closing date for 'on-time' applications (both online and by paper 'School admissions application for Secondary School in September 2018' form)
from 01 November 2017	Applications received may be treated as 'late'
by 17 November 2017	Communicate the total number of first preferences expressed to each City of York secondary school
by 17 November 2017	Receive information about applicants resident outside the City of York area expressing preferences for schools within the City of York area from other Local Authorities

by 17 November 2017	Provide information about applicants resident in the City of York area expressing preferences for schools outside the City of York area to other Local Authorities for their consideration.
by 8 December 2017	Provide details of all preferences expressed for Voluntary Aided and Academy schools within the City of York area to those schools for their consideration
by 12 January 2018	Receive completed ranked lists of all preferences from Voluntary Aided and Academy schools within the City of York area
by 12 January 2018	Last date by which Voluntary Aided and Academy schools can notify the Local Authority of an increase in the number of places to be offered on National Offer Day. This is to allow the Local Authority good time to deliver its co-ordination responsibilities effectively. The number of places cannot be decreased below the PAN.
by 19 January 2018	First exchange of information, including to whom offers can be made, to other coordinating Local Authorities for applicants resident outside the City of York area
by 19 January 2018	First exchange of information, including to whom offers can be made, from other coordinating Local Authorities for applicants resident in the City of York area
by 16 February 2018	Final exchange of information, including to whom offers can be made, to other coordinating Local Authorities for applicants resident outside the City of York area
by 16 February 2018	Final exchange of information, including to whom offers can be made, from other coordinating Local Authorities for applicants resident in the City of York area
by 27 February 2018	Provide all City of York secondary schools with a provisional list of the pupils to be offered a place

	at their schools.
01 March 2018	Offers made to City of York resident applicants by email and/or by letter
12 March 2018 – 31 August 2018	Communicate adjustments to allocations to schools and other admission authorities
13 April 2018	Deadline for return of appeal papers for 'on-time' applicants
08 May 2018 – 15 June 2018	Admission appeals for 'on-time' applicants
September 2018	Start of the school year
31 December 2018	Earliest date waiting lists may close – the exact date for each admission authority may vary according to their admission arrangements.

J Contact details for correspondence

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

K City of York Secondary Schools

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

Huntington School (Community, 11-18)
Joseph Rowntree School (Voluntary Controlled, 11-18)
Manor CE Academy (Academy, 11-16)
Millthorpe School (Academy, 11-16)
York High School (Community, 11-16)

[View school contact details](#)

DRAFT

Community and Voluntary Controlled Primary and Infant Schools

Admissions Policy – Reception entry
2018 – 2019

Introduction

- 1 This policy applies to those schools where the City of York Council is the admissions authority – that is all community and voluntary controlled primary and infant schools within the City of York area. It applies only to applications within the primary admissions round, that is when applying for a place in Reception as the normal year of entry to start primary or infant school for the first time. It does not apply to ‘in-year’ applications for a place at a primary or infant school. In-year admissions are those that are made either during the school year, or for admission into year groups other than the normal year of entry. More information on in-year admissions can be found in the City of York In-Year Admissions Policy.
- 2 This policy may also be adopted by other admissions authorities wishing to reflect the aims of this policy in their own admission arrangements.
- 3 This policy complies with and operates within the City of York Coordinated Admissions Scheme for Primary and Infant Schools in the City of York Local Authority area.
- 4 The City of York Council policy for allocating primary and infant school places is designed to be as fair as possible while ensuring that resources are used sensibly. Under the primary and infant school admission arrangements the allocation of places is based on where the child/parent lives and the preferences of parent/carers.
- 5 The admission of children into the Reception year at an infant or primary school is a completely separate process to nursery admissions. Attendance at a particular nursery class or early years provider does not give a child any priority within the admissions policy for admission to a community or voluntary controlled infant or primary school, even if the school and nursery are located on the same premises or the

nursery is run by the school itself.

- 6 Advice and information for parent/carers on school admissions, including [key information that applies to all applications](#) as well as some frequently asked questions are available in the Guide for Parents which is available at www.york.gov.uk/guideforparents or upon request from the School Services team.
- 7 The admission of children with an education, health and care plan or a statement of special educational needs is covered by different admission regulations. Following negotiation, once a school has been named, a place will be allocated for these children before considering other applications.

A Admissions into Reception

- 1 Children will normally be admitted into the year group relevant to the child's age and will start full-time in the school year they turn five. All children will be offered the opportunity of a full time place from September in the year of entry.
- 2 This policy includes an option of 'delayed entry'. This means that parent/carers may secure a place at a school under the normal admission arrangements but choose to postpone their child's admission to school until as late as the start of the school term after a child turns five. Parent/carers will also be able to request a part-time place until the start of the term after the child turns five. It is a legal requirement that all children must enter formal full-time education at the start of the term after their fifth birthday. More information on delayed and deferred entry can be found in the City of York Delayed and Deferred Admissions Policy.
- 3 Applications should be made by the closing date for applications which is 15 January 2018. Applications can be made online at www.york.gov.uk/schooladmissions or by completing a paper 'School

admissions application for Primary School in September 2018' form, which can be obtained from the School Services team, online, or from a City of York primary or infant school.

- 4 When making an application, parent/carers are advised to supply any additional information that may be required to the admissions authority by emailing education@york.gov.uk with the child's details. For example, additional information will need to be provided when applying on the basis of being 'previously looked after' or having exceptional social or medical needs which relate to the preferred school. Further guidance on additional information can be found in the [Guide for Parents](#).
- 5 Any school's resources, such as teachers and classrooms, have to be used carefully to ensure the best possible standards for education and a safe environment. If no limit were set on the number of children that can go to a school each year these standards could not be maintained. Infant Class Size legislation may also limit the number of pupils that can be admitted in reception, Year 1 and Year 2. For these reasons each school has a Published Admission Number – that is the number of places available that will be offered in the year of entry.
- 6 Applicants may be successful in obtaining a place at a school that does not serve the local 'catchment' area in which they live. If allocated a place at such a school, applicants will be responsible for travel arrangements and the costs of travel to and from school.
- 7 Applicants are advised to consider their 'catchment' school when making an application. If the place your child is allocated is at a school which you are not in the catchment area for, or if you move out of the catchment area you now reside in, then you may have less chance of being successful when applying for any younger siblings. Catchment areas are designated by the Local Authority and are made available to applicants in the [Guide to School Catchment Areas](#), online at www.york.gov.uk and upon request from the School Services team.

B Oversubscription criteria

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

- 1 **Children who are either currently or have previously been 'looked after'**. This applies to all children who are currently in the care of a local authority and all children who have been adopted from local authority care (subject to an adoption, residence or special guardianship order);
- 2 **Children who live within the catchment area normally served by the preferred school, with a sibling at the preferred school at the time of admission.** Catchment areas are designated by the Local Authority and are made available to parent/carers in the [Guide to School Catchment Areas](#), online at www.york.gov.uk, and upon request from the School Services team. Siblings are defined as brothers or sisters living in the same house, as their primary place of residence (including half- and step-brothers or sisters);
- 3 **Children who live within the catchment area normally served by the preferred school .** Catchment areas are designated by the Local Authority and are made available to parent/carers in the [Guide to School Catchment Areas](#), online at www.york.gov.uk, and upon request from the School Services team;
- 4 **Children considered by the admissions authority to have exceptional social or medical needs which relate to the preferred school.** The admissions authority may consult with other medical or educational professionals for a further opinion as to whether the child should be allocated a place at the preferred school due to a particular medical condition or social need;

- 5 **Children with a sibling at the preferred school at the time of admission.** Siblings are defined as brothers or sisters living in the same house, as their primary place of residence (including half- and step-brothers or sisters);
- 6 **Children who live closest to the preferred school using the nearest available safe walking route.** Distances are measured by a GIS mapping system from the child's home address to the entrance of the school.

Where there are fewer places than children in an oversubscription priority as above, places will be allocated to the child(ren) who also fulfil the next highest priority.

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

In the unlikely case of identical distances under the sixth priority, the applications will be ordered randomly by the Authority's admissions software.

C Appeals

- 1 Applicants refused a place at a school have the right of appeal. Appeals are heard by an independent appeals panel and their decisions are legally binding. Applicants who wish to appeal should contact the School Services team to request the correct appeal form. Appeal forms should be returned within 20 school days of the date the place was refused.

- 2 Applicants will only be able to appeal once for a place at a given school in any one school year, unless any significant new information is available which was not available at the original hearing.

D False Information

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

E Late Applications

- 1 Applications received after the closing date of 15 January 2018 may be treated as 'late' applications – that is processed after all 'on-time' applications.
- 2 Where possible, 'late' applications and changes of preference and/or circumstances will be treated as 'on-time' applications if:
 - a) this is accompanied by a satisfactory reason provided at the time of application; and
 - b) it can be accommodated within the timescales of the coordinated scheme and/or admissions authority's processes.
- 3 Late applications received after the offer day, but before the start of the school year will be processed using the same arrangements and criteria as 'on-time' applications, although the availability of places will depend on where places are still available as well as the preferences of applicants.

- 4 Late applications received after the first day of the school year will be considered as 'in-year' applications, and be subject to the City of York In Year Admissions Policy. However, these preferences, if unsuccessful, will be held on a waiting list until the end of the first term in line with 'on-time' applications as set out in Section F of this scheme.

F Waiting List

- 1 If a school is oversubscribed, a waiting list will be held from when offers have been made until 31 December 2018.
- 2 A child's position on the list will be determined by the oversubscription criteria set out in Section B of this policy and will reflect their current circumstances where these circumstances have been provided to the admissions authority.

G Timetable

by 12 September 2017	Opening date for applications. 'School admissions application for Primary School in September 2018' form made available and online applications start to be accepted at www.york.gov.uk/schooladmissions
15 January 2018	Closing date for 'on-time' applications (both online and by paper 'School admissions application for Primary School in September 2018' form)
from 16 January 2018	Applications received may be treated as 'late'
16 April 2018	National Offer Day
18 May 2018	Deadline for return of appeal papers for 'on-time' applicants
11 June 2018 – 20 July 2018	Admission appeals for 'on-time' applicants

September 2018	Start of the school year
31 December 2018	Waiting list for all community and voluntary controlled primary and infant schools closes

H Contact details for correspondence

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

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

Acomb Primary (Community, 5-11)
 Bishopthorpe Infant (Community, 5-7)
 Carr Infant (Community, 5-7)
 Clifton Green Primary (Community, 5-11)
 Clifton with Rawcliffe Primary (Community, 5-11)
 Copmanthorpe Primary (Community, 5-11)
 Dringhouses Primary (Community, 5-11)
 Dunnington CE Primary (Voluntary Controlled, 5-11)
 Elvington CE Primary (Voluntary Controlled, 5-11)
 Fishergate Primary (Community, 5-11)
 Headlands Primary (Community, 5-11)
 Hob Moor Community Primary (Community, 5-11)
 Lakeside Primary (Community, 5-11)
 Lord Deramore's CE Primary (Voluntary Controlled, 5-11)
 Naburn CE Primary (Voluntary Controlled, 5-11)
 Osbaldwick Primary (Community, 5-11)
 Park Grove Primary (Community, 5-11)

Poppleton Road Primary (Community, 5-11)
Ralph Butterfield Primary (Community, 5-11)
Rufforth Primary (Community, 5-11)
Skelton Primary (Community, 5-11)
St Barnabas' CE Primary (Voluntary Controlled, 5-11)
St Mary's CE Primary (Voluntary Controlled, 5-11)
St Oswald's CE Primary (Voluntary Controlled, 5-11)
St Paul's CE Primary (Voluntary Controlled, 5-11)
Stockton on the Forest Primary (Community, 5-11)
Tang Hall Primary (Community, 5-11)
Westfield Primary Community (Community, 5-11)
Wigginton Primary (Community, 5-11)
Woodthorpe Primary (Community, 5-11)
Yearsley Grove Primary (Community, 5-11)

[View school contact details](#)

Community and Voluntary Controlled Junior Schools

Admissions Policy – Year 3 entry

2018 – 2019



CITY OF
YORK
COUNCIL

Introduction

- 1 This policy applies to those schools where the City of York Council is the admissions authority – that is all community and voluntary controlled junior schools within the City of York area. It applies only to applications within the junior admissions round, that is when applying for a place in Year 3 as the normal year of entry to start junior school for the first time. It does not apply to 'in-year' applications for a place at junior or primary school. In-year admissions are those that are made either during the school year, or for admission into year groups other than the normal year of entry. More information on in-year admissions can be found in the City of York In-Year Admissions Policy.
- 2 This policy may also be adopted by other admissions authorities wishing to reflect the aims of this policy in their own admission arrangements.
- 3 This policy complies with and operates within the City of York Coordinated Admissions Scheme for Junior Schools in the City of York Local Authority area.
- 4 The City of York Council policy for allocating junior school places is designed to be as fair as possible while ensuring that resources are used sensibly. Under the junior school admission arrangements the allocation of places is based on where the pupil/parent lives and the preferences of parent/carers.
- 5 Advice and information for parent/carers on school admissions, including **key information that applies to all applications** as well as some frequently asked questions are available in the Guide for Parents which is available at www.york.gov.uk/guideforparents or upon request from the School Services team.

- 6 The admission of pupils with an education, health and care plan or a statement of special educational needs is covered by different admission regulations. Following negotiation, once a school has been named, a place will be allocated for these pupils before considering other applications.

A Admissions into Year 3

- 1 Pupils will normally be admitted into the year group relevant to the pupil's age.
- 2 Applications should be made by the closing date for applications which is 15 January 2018. Applications can be made online at www.york.gov.uk/schooladmissions or by completing a paper 'School admissions application for Junior School in September 2018', which can be obtained from the School Services team, online, or from a City of York infant or junior school.
- 3 When making an application, parent/carers are advised to supply any additional information that may be required to the admissions authority by emailing education@york.gov.uk with the pupil's details. For example, additional information will need to be provided when applying on the basis of being 'previously looked after' or having exceptional social or medical needs which relate to the preferred school. Further guidance on additional information can be found in the [Guide for Parents](#).
- 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. For this reason each school has a Published Admission Number – that is the number of places available that will be offered in the year of entry.

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

B Oversubscription criteria

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

- 1 **Pupils who are either currently or have previously been 'looked after'**. This applies to all pupils who are currently in the care of a local authority and all pupils who have been adopted from local authority care (subject to an adoption, residence or special guardianship order);
- 2 **Pupils who live within the catchment area normally served by the preferred school, with a sibling at the preferred school at the time of admission.** Catchment areas are designated by the Local Authority and are made available to parent/carers in the [Guide to School Catchment Areas](#), online at www.york.gov.uk, and upon request from

the School Services team. Siblings are defined as brothers or sisters living in the same house, as their primary place of residence (including half- and step-brothers or sisters);

- 3 **Pupils who live within the catchment area normally served by the preferred school.** Catchment areas are designated by the Local Authority and are made available to parent/carers in the [Guide to School Catchment Areas](#), online at www.york.gov.uk, and upon request from the School Services team;
- 4 **Pupils considered by the admissions authority to have exceptional social or medical needs which relate to the preferred school.** The admissions authority may consult with other medical or educational professionals for a further opinion as to whether the pupil should be allocated a place at the preferred school due to a particular medical condition or social need;
- 5 **Pupils with a sibling at the preferred school at the time of admission.** Siblings are defined as brothers or sisters living in the same house, as their primary place of residence (including half- and step-brothers or sisters);
- 6 **Pupils who attend Year 2 at the named feeder school for the preferred school at the time of the closing date for applications.** The closing date of applications is 15 January in the year of admission. Each City of York Junior school has only one named feeder school.

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

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

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

Where there are fewer places than pupils in an oversubscription priority as above, places will be allocated to the pupil(s) who also fulfil

the next highest priority.

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

In the unlikely case of identical distances under the sixth priority, the applications will be ordered randomly by the Authority's admissions software.

C Appeals

- 1 Applicants refused a place at a school have the right of appeal. Appeals are heard by an independent appeals panel and their decisions are legally binding. Applicants who wish to appeal should contact the School Services team to request the correct appeal form. Appeal forms should be returned within 20 school days of the date the place was refused.
- 2 Applicants will only be able to appeal once for a place at a given school in any one school year, unless any significant new information is available which was not available at the original hearing.

D False Information

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

E Late Applications

- 1 Applications received after the closing date of 15 January 2018 may be treated as 'late' applications – that is processed after all 'on-time' applications.
- 2 Where possible, 'late' applications and changes of preference and/or circumstances will be treated as 'on-time' applications if:
 - a) this is accompanied by a satisfactory reason provided at the time of application; and
 - b) it can be accommodated within the timescales of the coordinated scheme and/or admissions authority's processes.
- 3 Late applications received after the offer day, but before the start of the school year will be processed using the same arrangements and criteria as 'on-time' applications, although the availability of places will depend on where places are still available as well as the preferences of applicants.
- 4 Late applications received after the first day of the school year will be considered as 'in-year' applications, and be subject to the City of York In Year Admissions Policy. However, these preferences, if unsuccessful, will be held on a waiting list until the end of the first term in line with 'on-time' applications as set out in Section F of this scheme.

F Waiting List

- 1 If a school is oversubscribed, a waiting list will be held from when offers have been made until 31 December 2018.

- 2 A pupil's position on the list will be determined by the oversubscription criteria set out in Section B of this policy and will reflect their current circumstances where these circumstances have been provided to the admissions authority.

G Timetable

by 12 September 2017	Opening date for applications. 'School admissions application for Junior School in September 2018' form made available and online applications start to be accepted at www.york.gov.uk/schooladmissions
15 January 2018	Closing date for 'on-time' applications (both online and by paper 'School admissions application for Junior School in September 2018' form)
from 16 January 2018	Applications received may be treated as 'late'
16 April 2018	National Offer Day
18 May 2018	Deadline for return of appeal papers for 'on-time' applicants
11 June 2018 – 20 July 2018	Admission appeals for 'on-time' applicants
September 2018	Start of the school year
31 December 2018	Waiting list for all community and voluntary controlled junior schools closes

H Contact details for correspondence

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

I

City of York Community and Voluntary Controlled Junior Schools

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

[View school contact details](#)

DRAFT

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Community and Voluntary Controlled Secondary Schools

Admissions Policy – Year 7 entry
2018 – 2019

Introduction

- 1 This policy applies to those schools where the City of York Council is the admissions authority – that is all community and voluntary controlled secondary schools within the City of York area. It applies only to applications within the secondary admissions round, that is when applying for a place in Year 7 as the normal year of entry to start secondary school for the first time. It does not apply to 'in-year' applications for a place at secondary school. In-year admissions are those that are made either during the school year, or for admission into year groups other than the normal year of entry. More information on in-year admissions can be found in the City of York In-Year Admissions Policy.
- 2 This policy may also be adopted by other admissions authorities wishing to reflect the aims of this policy in their own admission arrangements.
- 3 This policy complies with and operates within the City of York Coordinated Admissions Scheme for Secondary Schools in the City of York Local Authority area.
- 4 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. Under the secondary school admission arrangements the allocation of places is based on where the pupil/parent lives and the preferences of parent/carers.
- 5 Advice and information for parent/carers on school admissions, including **key information that applies to all applications** as well as some frequently asked questions are available in the Guide for Parents which is available at www.york.gov.uk/guideforparents or upon request from the School Services team.

- 6 The admission of pupils with an education, health and care plan or a statement of special educational needs is covered by different admission regulations. Following negotiation, once a school has been named, a place will be allocated for these pupils before considering other applications.

A Admissions into Year 7

- 1 Pupils will normally be admitted into the year group relevant to the pupil's age.
- 2 Applications should be made by the closing date for applications which is 31 October 2017. Applications can be made online at www.york.gov.uk/schooladmissions or by completing a paper 'School admissions application for Secondary School in September 2018' form, which can be obtained from the School Services team, online, or from a City of York primary or junior school.
- 3 When making an application, parent/carers are advised to supply any additional information that may be required to the admissions authority by emailing education@york.gov.uk with the pupil's details. For example, additional information will need to be provided when applying on the basis of being 'previously looked after' or having exceptional social or medical needs which relate to the preferred school. Further guidance on additional information can be found in the [Guide for Parents](#).
- 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. For this reason each school has a Published Admission Number – that is the number of places available that will be offered in the year of entry.

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

B Oversubscription criteria

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

- 1 **Pupils who are either currently or have previously been 'looked after'**. This applies to all pupils who are currently in the care of a local authority and all pupils who have been adopted from local authority care (subject to an adoption, residence or special guardianship order);
- 2 **Pupils who live within the catchment area normally served by the preferred school, with a sibling at the preferred school at the time of admission.** Catchment areas are designated by the Local Authority and are made available to parent/carers in the [Guide to School Catchment Areas](#), online at www.york.gov.uk, and upon request from

the School Services team. Siblings are defined as brothers or sisters living in the same house, as their primary place of residence (including half- and step-brothers or sisters);

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

Where there are fewer places than pupils in an oversubscription priority as above, places will be allocated to the pupil(s) who also fulfil the next highest priority.

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

In the unlikely case of identical distances under the sixth priority, the applications will be ordered randomly by the Authority's admissions software.

C Appeals

- 1 Applicants refused a place at a school have the right of appeal. Appeals are heard by an independent appeals panel and their decisions are legally binding. Applicants who wish to appeal should contact the School Services team to request the correct appeal form. Appeal forms should be returned within 20 school days of the date the place was refused.
- 2 Applicants will only be able to appeal once for a place at a given school in any one school year, unless any significant new information is available which was not available at the original hearing.

D False Information

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

E Late Applications

- 1 Applications received after the closing date of 31 October 2017 may be treated as 'late' applications – that is processed after all 'on-time' applications.

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

F Waiting List

- 1 If a school is oversubscribed, a waiting list will be held from when offers have been made until 31 December 2018.
- 2 A pupil's position on the list will be determined by the oversubscription criteria set out in Section B of this policy and will reflect their current circumstances where these circumstances have been provided to the admissions authority.

G

Timetable

by 12 September 2017	Opening date for applications. 'School admissions application for Secondary School in September 2018' form made available and online applications start to be accepted at www.york.gov.uk/schooladmissions
September 2017 – October 2017	Secondary school open evenings
31 October 2017	Closing date for 'on-time' applications (both online and by paper 'School admissions application for Secondary School in September 2018' form)
from 01 November 2017	Applications received may be treated as 'late'
01 March 2018	National Offer Day
13 April 2018	Deadline for return of appeal papers for 'on-time' applicants
08 May 2018 – 15 June 2018	Admission appeals for 'on-time' applicants
September 2018	Start of the school year
31 December 2018	Waiting list for all community and voluntary controlled secondary schools closes

H Contact details for correspondence

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

I

City of York Community and Voluntary Controlled Secondary Schools

Canon Lee School (Community, 11-16)

Fulford School (Community, 11-18)

Huntington School (Community, 11-18)

Joseph Rowntree School (Voluntary Controlled, 11-18)

York High School (Community, 11-16)

[View school contact details](#)

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Fulford School

Admissions Policy – Year 12 entry

2018 – 2019

Introduction

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

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

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

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

A Admissions into Year 12

- 1 Admission into Year 12 will be from:
 - (a) students on roll in Year 11 at Fulford School; and
 - (b) external applicant students not attending Year 11 at Fulford School.
- 2 Fulford School welcomes applications from eligible external applicants, and where applications are received from those not already on roll in Year 11 at the school, the school will admit eligible external students to Year 12. The published admission number for Year 12 is 35 students, though wherever possible additional students may be offered places on available courses.

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

B Minimum entry requirements

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

C Oversubscription criteria

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

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

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

Where there are fewer places than students in an oversubscription priority as above, places will be allocated to the student(s) who also fulfil the next highest priority.

For example, for two students who are both resident in the catchment area without a sibling on roll at the time of admission and are thus assigned the same (third) priority, the place would first be allocated to the student who also fulfils the next highest priority, for example, an

exceptional social or medical need (fourth priority) over a student who lives closer to the school (sixth priority).

In the unlikely case of identical distances under the sixth priority, the applications will be ordered randomly by the Authority's admissions software.

- 2 The number of students who have applied for each course will need to be taken into account, meaning that extra students can sometimes be accommodated over the admission number of 35 eligible external applicants if the student's chosen course is not full.

D Appeals

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

E False Information

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

F Late Applications

Late applications will be considered up to the end of the first full week of the Autumn Term 2018, where places are still available. Although students can apply at any time, groupings will be based on Easter numbers so later applications may be harder to accommodate.

G Timetable for admission

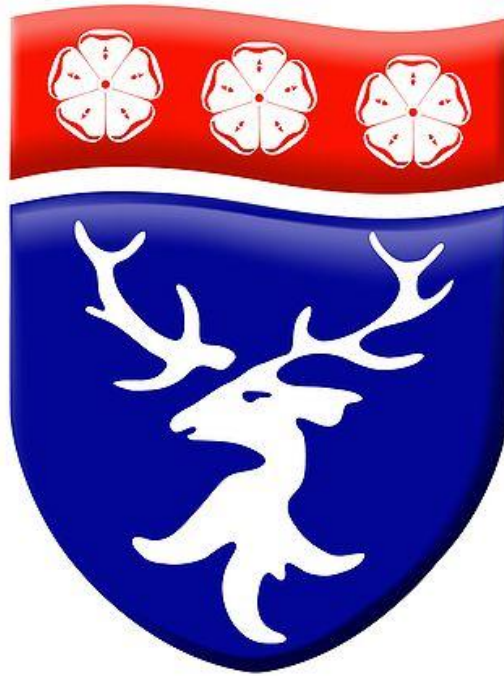
December 2017 – February 2018	Students complete application
February 2018 – April 2018	Application processed
April 2018	Decision on application (subject to results) communicated to students
August 2018	Year 11 results published
August 2018	Admission confirmed or refused
September 2018	Independent Appeals

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

H Contact details for correspondence

Fulford School
 Fulfordgate,
 Fulford,
 York YO10 4FY
 01904 633300
office@fulford.york.sch.uk
www.fulford.york.sch.uk

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



Huntington School

Admissions Policy – Year 12 entry

2018 – 2019

Introduction

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

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

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

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

A Admissions into Year 12

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

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

B Minimum entry requirements

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

C Oversubscription Criteria

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

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

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

Where there are fewer places than students in an oversubscription priority as above, places will be allocated to the student(s) who also fulfil the next highest priority.

For example, for two students who are both resident in the catchment area without a sibling on roll at the time of admission and are thus assigned the same (third) priority, the place would first be allocated to the student who also fulfils the next highest priority, for example, an

exceptional social or medical need (fourth priority) over a student who lives closer to the school (sixth priority).

In the unlikely case of identical distances under the sixth priority, the applications will be ordered randomly by the Authority's admissions software.

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

D Appeals

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

E False Information

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

F Late Applications

Late applications will be considered up to the end of the first full week of the Autumn Term 2018.

G Timetable for admission

December 2017	Students complete application
December 2017	School accepts application and informs parent application has been received
February 2018	Application processed
August 2018	Year 11 results published
August 2018	Admission confirmed or refused
September 2018	Independent Appeals

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

H Contact details for correspondence

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

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



The Joseph Rowntree School

Admissions Policy – Year 12 entry

2018 – 2019

Introduction

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

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

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

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

A Admissions into Year 12

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

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

B Minimum entry requirements

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

C Oversubscription criteria

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

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

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

Where there are fewer places than students in an oversubscription priority as above, places will be allocated to the student(s) who also fulfil the next highest priority.

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

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

In the unlikely case of identical distances under the sixth priority, the applications will be ordered randomly by the Authority's admissions software.

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

D Appeals

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

E False Information

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

F Late Applications

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

G Timetable for admission

November 2017- January 2018	Students complete application
January 2018 – March 2018	Application processed
March 2018	School accepts application, subject to Year 11 results and this is communicated to both students and parents
August 2018	Year 11 results published
August 2018	Admission confirmed or refused
September 2018	Independent Appeals

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

H Contact details for correspondence

The Joseph Rowntree School
Haxby Road,
New Earswick,
York YO32 4BZ
01904 552100
joseph.rowntree@york.gov.uk
www.josephrowntreeschool.co.uk

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



Decision Session – Executive Member for Education, Children and Young People **24 January 2017**

Report of the Corporate Director of Children, Education and Communities

Provision of additional temporary classrooms at Acomb Primary School due to increased pupil numbers

Summary

1. This report seeks approval to provide additional temporary classroom accommodation at Acomb Primary School. The additional classrooms are required from the beginning of the 2017/18 school year. This accommodation will meet existing demand at the school following a decision to admit additional pupils in the school's Reception cohort in 2016, which relieved wider pupil place pressures in the west of the city. Approval is sought for the required capital expenditure.

Recommendations

2. The Executive Member is recommended to approve:
 - a £300,000 budget for the provision of a temporary double classroom unit

Reason: to provide enough classroom accommodation at Acomb Primary for the increased intake admitted in September 2016.

Background

3. Acomb Primary School, which was rated 'Good' at its last Ofsted, usually admits 45 pupils per year. In 2016, significant additional demand resulted in the school admitting a 'bulge year' of 15 additional pupils in September 2016. The reason this decision was taken was in order to accommodate some siblings and other children who would have been refused a place if only 45 places had been available.
4. Acomb Primary School is situated in Primary Planning Area 4, in the west of the city. PPA4, alongside neighbouring areas PPA3, PPA5 and PPA6, are currently experiencing an increase in pupil

numbers of primary age, which by 2015, had utilised all available surplus places in Reception. The result of this lack of capacity across the west of the city was that some pupils were allocated places some distance from their home address, with resulting increased pressure on the LA's Home to School Transport Budget.

5. In 2016, to plan for another large cohort, and when the level of demand for Reception was known, officers after consultation with several local schools made the decision to increase the number of pupils to be allocated a place at Acomb Primary School as a 'bulge year' – that is a one off increase in the number of pupils to be admitted.
6. The headteacher and governors of Acomb Primary School agreed to see this one larger 'bulge year' through the school and indicated that they would not require any additional buildings or resources for the 2016/17 school year.
7. In the 2016/17 school year the school has only one spare classroom which is being used by the school's out of school club. The out of school club is run solely by the school and plays an integral part in the vital wrap around care provision at Acomb Primary School, and as pupil numbers have grown, demand for places has increased.
8. Although the school admitted an increased number of pupils in 2016, these were accommodated in the existing two Reception classes with no additional classrooms required and within the school's existing planned class organisation.
9. Due to an already rising number of pupil's on the school roll from a previous expansion from 30 to 45 places the 'spare' classroom as noted above will have to be used to host a class from September 2017. In addition, this 'bulge year' will require one additional classroom. This will mean the school has a net requirement of two additional classrooms if it is to continue to host an out of school club in a classroom from September 2017.
10. Having met further with the headteacher and instructed for a feasibility study of potential temporary classroom units on the school site, officers recommend that a double temporary classroom unit be provided for the start of the 2017/18 school year.

11. A double unit will allow for the school to accommodate one bulge year from September 2017 and continue to provide for out of school club provision. Alternatively, two such bulge years should be accommodated should the need arise.
12. Officers are currently reassessing the short and medium term need for additional school places across the city, and from this work, further conversations and consultations regarding any additional school places that may be required will be undertaken.
13. If a permanent increase in the number of places is required, the views of both the wider community and those schools across planning areas 3, 4 and 5 will be sought as any potential solutions will require an analysis of the data across several planning areas.

Consultation

14. The following stakeholders have been consulted:
 - headteacher and governors at Acomb Primary School
 - headteachers from the 'West' cluster of schools – across planning areas 3, 4 and 5. The cluster group were consulted in March 2016 about the need for additional pupil places in the area. At this meeting Acomb Primary School was identified as the school that could admit additional pupils within its existing class organisation, as well as the school with the greatest demand, and the physical space in which to house temporary accommodation

Council Plan

15. **Prosperous City for all** – the providing for sufficient local school places forms an integral part of the LA's effective planning as well as providing enough high quality school places within city helping lay the foundations for the local economy.
16. **A council that listens to residents** – the comments and input sought in any future consultation will involve residents, governing bodies and other consultees.
17. **A focus on frontline services** – providing sufficient school places gives residents clarity in regard to school admissions.

Implications

Financial

18. The budget for the provision and installation of a temporary double unit comprising two classrooms, toilets and cloakroom is £300,000. A feasibility has been commissioned to look at the options of providing the temporary double unit and will be available in early 2017. Funding for this scheme is available within the Basic Need programme budget, where there is still an amount of approximately £2m unallocated within the confirmed grant for the programme up to the end of 2018/19.

Other Implications

19. There are no Human Resources, Equalities, Legal, Crime and Disorder, Information, Property or other implications arising from this report.

Risk Management

20. No direct implications.

Contact Details

Authors:	Chief Officer Responsible for the report:		
Mark Ellis Head of School Services Children, Education and Communities 01904 554246	Jon Stonehouse Corporate Director of Children, Education and Communities		
	Report approved	√	Date 13 January 2017
Specialist Implications Officer(s) Finance: Mike Barugh - Principal Accountant 01904 554573			
Wards Affected: Acomb, Holgate, Westfield, Dringhouses & Woodthorpe			
For further information please contact the author of the report			

Background Papers - None

Annexes - None