

# Community and Voluntary Controlled Primary and Infant Schools

Admissions Policy – Reception entry  
2015-2016

Draft – currently under consultation

## 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 to 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 an 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](http://www.york.gov.uk/guideforparents) or upon request from the School Services team.

- 7 The admission of children with a statement of special educational needs is covered by different admission regulations. However, where a school is named in a child's statement of special educational needs, the Local Authority (LA) and the school have a duty to admit the child and will therefore allocate a place at the named school 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 'deferred 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 the school until 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.
- 3 Applications should be made by the closing date for applications which is 15 January 2015. Applications can be made online at [www.york.gov.uk/schooladmissions](http://www.york.gov.uk/schooladmissions) or by completing a paper Primary Common Application Form, which can be obtained from School Services, 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](mailto:education@york.gov.uk) with the child's details. For example, additional information will need to be provided when applying on the basis of being 'previously looked after' or having exceptional medical or social 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 in the number of pupils that can be admitted in the year of entry. For these reasons each school has a Planned 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.

## **B Oversubscription criteria**

Some schools will be oversubscribed – that is where the number of applicants exceeds the Planned 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 in the care of a local authority; children who have previously been in the care of a local authority, and who immediately after being looked after became subject to an adoption, residence, or special guardianship order; or children who are provided with accommodation by a local authority (see section 22 of the Children Act 1989);

- 2 **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](http://www.york.gov.uk), and upon request from the School Services team;
- 3 **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;
- 4 **Children with siblings 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);
- 5 **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 and are thus assigned the same (second) priority, the place would be allocated to the child who also fulfils the next highest priority, for example, who also has a sibling at the school (fourth priority) over a child living closer to the school (fifth priority).

In the unlikely case of identical distances under the fifth 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 2015 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 2015.
- 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 2014	Opening date for applications. Primary Common Application Form made available and online applications start to be accepted at <a href="http://www.york.gov.uk/schooladmissions">www.york.gov.uk/schooladmissions</a>
15 January 2015	Closing date for ‘on-time’ applications (both online and by paper Primary Common Application Form)
from 16 January 2015	Applications received may be treated as ‘late’

16 April 2015	National Offer Day
15 May 2015	Deadline for return of appeal papers for 'on-time' applicants
18 May 2015 – 17 July 2015	Admission appeals for 'on-time' applicants
September 2015	Start of the school year
31 December 2015	Waiting list for all community and voluntary controlled primary and infant schools closes

## **H Contact details for correspondence**

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

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

Acomb Primary  
(Community, 5-11)  
West Bank, York, YO24 4ES  
01904 798453  
[acomb.primary@york.gov.uk](mailto:acomb.primary@york.gov.uk)  
[www.acombschool.co.uk](http://www.acombschool.co.uk)

Badger Hill Primary  
(Community, 5-11)  
Crossways, Badger Hill, York, YO10 5JF  
01904 555225  
[badger.hill@york.gov.uk](mailto:badger.hill@york.gov.uk)  
[www.yorkla.org/badgerhill](http://www.yorkla.org/badgerhill)



Bishopthorpe Infant  
(Community, 5-7)  
Sim Balk Lane, Bishopthorpe, York, YO23 2QQ  
01904 707506  
bishopthorpe.infant@york.gov.uk  
www.yorkla.org/bishopthorpe

Burton Green Primary  
(Community, 5-11)  
Burton Green, Clifton, York, YO30 6JE  
01904 552380  
burtongreen.primary@york.gov.uk  
www.yorkla.org/burtongreen

Carr Infant  
(Community, 5-7)  
Ostman Road, Acomb, York, YO26 5QA  
01904 798266  
carr.infants@york.gov.uk  
www.yorkla.org/carrinfant

Clifton Green Primary  
(Community, 5-11)  
Kingsway North, Clifton, York, YO30 6JA  
01904 627270  
cliftongreenprimary@york.gov.uk  
www.cliftongreenprimary.co.uk

Clifton with Rawcliffe Primary  
(Community, 5-11)  
Eastholme Drive, Rawcliffe, York, YO30 5TA  
01904 555230  
admin@cwr.york.sch.uk  
www.cwr.york.sch.uk

Copmanthorpe Primary  
(Community, 5-11)  
Low Green, Copmanthorpe, York, YO23 3SB  
01904 705400  
copmanthorpe.primary@york.gov.uk  
www.yorkla.org/copmanthorpe

Dringhouses Primary  
(Community, 5-11)  
St Helen's Road, York, YO24 1HW  
01904 553940  
dringhouses.primary@york.gov.uk  
www.dringhouses.york.sch.uk

Dunnington CE Primary  
(Voluntary Controlled, 5-11)  
Pear Tree Lane, Dunnington, York, YO19 5QG  
01904 552910  
dunnington.primary@york.gov.uk  
www.yorkla.org/dunnington

Elvington CE Primary  
(Voluntary Controlled, 5-11)  
Dauby Lane, Elvington, York, YO41 4HP  
01904 555280  
pselvington@york.gov.uk

Fishergate Primary  
(Community, 5-11)  
Fishergate, York, YO10 4AP  
01904 623511  
fishergate.primary@york.gov.uk  
www.yorkla.org/fishergate

Haxby Road Primary  
(Community, 5-11)  
154 Haxby Road, York, YO31 8JN  
01904 653218  
haxbyroad.primary@york.gov.uk  
www.haxbyroadschool.co.uk

Headlands Primary  
(Community, 5-11)  
Oak Tree Lane, Haxby, York, YO32 2YH  
01904 762356  
headlands.primary@york.gov.uk  
www.yorkla.org/headlands

Hempland Primary  
(Community, 5-11)  
Whitby Avenue, York, YO31 1ET  
01904 421065  
hempland.primary@york.gov.uk  
www.hemplandprimary.co.uk

Hob Moor Community Primary  
(Community, 5-11)  
Green Lane, Acomb, York, YO24 4PS  
01904 555000  
hobmoorprimary@hmcc.york.sch.uk  
www.hobmoorschools.co.uk

Huntington Primary  
(Community, 5-11)  
North Moor Road, Huntington, York, YO32 9QT  
01904 554441  
huntington.primary@york.gov.uk  
www.skillspace.com/huntingtonprimary

Knavesmire Primary  
(Community, 5-11)  
Campleshon Road, York, YO23 1HY  
01904 554445  
knavesmire.school@york.gov.uk  
www.knavesmire.org.uk

Lakeside Primary  
(Community, 5-11)  
Oakdale Road, Clifton Moor, York, YO30 4YL  
01904 691473  
lakeside.primary@york.gov.uk  
www.lakesideprimary.co.uk

Lord Deramore's CE Primary  
(Voluntary Controlled, 5-11)  
School Lane, Heslington, York, YO10 5EE  
01904 553890  
lordderamores.primary@york.gov.uk  
www.lordderamores.com

Naburn CE Primary  
(Voluntary Controlled, 5-11)  
Naburn, York, YO19 4PP  
01904 551075  
naburn.primary@york.gov.uk  
www.naburnschool.com

Osballdwick Primary  
(Community, 5-11)  
The Leyes, Osballdwick, York, YO10 3PR and  
Osballdwick Lane, York YO10 3AX  
01904 551060  
osballdwick@york.gov.uk  
www.osballdwickprimaryschool.co.uk

Park Grove Primary  
(Community, 5-11)  
Park Grove, York, YO31 8LG  
01904 554390  
parkgrove@york.gov.uk  
www.parkgrove.york.sch.uk

Poppleton Ousebank  
(Community, 5-11)  
Main Street, Upper Poppleton, York, YO26 6JT  
01904 795930  
poppletonousebank.primary@york.gov.uk  
www.poppletonousebank.co.

Poppleton Road Primary  
(Community, 5-11)  
Poppleton Road, York, YO26 4UP  
01904 553388  
poppyroad@york.gov.uk  
www.poppletonroadprimary.co.uk

Ralph Butterfield Primary  
(Community, 5-11)  
Station Road, Haxby, York, YO32 3LS  
01904 768325  
ralph.butterfield@york.gov.uk  
www.skillspace.com/ralphbutterfield

Rufforth Primary  
(Community, 5-11)  
Wetherby Road, Rufforth, York, YO23 3QF  
01904 738347  
rufforth.primary@york.gov.uk  
www.rufforthprimary.co.uk

Scarcroft Primary  
(Community, 5-11)  
Moss Street, York, YO23 1BS  
01904 653569  
scarcroft.primary@york.gov.uk  
www.scarcroft.york.sch.uk

Skelton Primary  
(Community, 5-11)  
Brecksfield, Skelton, York, YO30 1BY  
01904 555170  
primary.school.skelton@york.gov.uk  
www.yorkla.org/skelton

St Barnabas' CE Primary  
(Voluntary Controlled, 5-11)  
Jubilee Terrace, Leeman Road, York, YO26 4YZ  
01904 653323  
stbarnabas@york.gov.uk  
www.yorkla.org/stbarnabas

St Mary's CE Primary  
(Voluntary Controlled, 5-11)  
School Lane, Askham Richard, York, YO23 3PD  
01904 707125  
stmarys.primary@york.gov.uk  
www.skillspace.com/stmarys

St Oswald's CE Primary  
(Voluntary Controlled, 5-11)  
Heslington Lane, Fulford, York, YO10 4LX  
01904 555421  
stoswalds.primary@york.gov.uk  
www.stoswalds.york.sch.uk

St Paul's CE Primary  
(Voluntary Controlled, 5-11)  
St Pauls Terrace, Holgate, York, YO24 4BJ  
01904 625240  
stpauls.primary@york.gov.uk  
www.yorkla.org/stpauls

Stockton on the Forest Primary  
(Community, 5-11)  
Main Street, Stockton on the Forest, York, YO32 9UP  
01904 400366  
stocktononforest.primary@york.gov.uk  
www.stocktonprimary.co.uk

Tang Hall Primary  
(Community, 5-11)  
Sixth Avenue, York, YO31 0UT  
01904 424765  
tanghall.primary@york.gov.uk  
www.tanghallprimary.co.uk

Westfield Primary Community  
(Community, 5-11)  
Askham Lane, Acomb, York, YO24 3HP  
01904 555295  
westfield.primary@york.gov.uk  
www.westfieldprimary.co.uk

Wigginton Primary  
(Community, 5-11)  
Westfield Lane, Wigginton, York, YO32 2FZ  
01904 552225  
wigginton.primary@york.gov.uk  
www.skillspace.com/wigginton

Woodthorpe Primary  
(Community, 5-11)  
Summerfield Road, Woodthorpe, York, YO24 2RU  
01904 705462  
woodthorpe.primary@york.gov.uk  
www.woodthorpeprimaryschool.co.uk

Yearsley Grove Primary  
(Community, 5-11)  
Yearsley Grove, Huntington, York, YO31 9BX  
01904 554490  
[yearsleygrove.primary@york.gov.uk](mailto:yearsleygrove.primary@york.gov.uk)  
[www.yearsleygroveprimary.york.sch.uk](http://www.yearsleygroveprimary.york.sch.uk)

**Other schools adopting this policy for Reception entry in  
September 2015:**

New Earswick Primary  
(Voluntary Aided, 5-11)  
Hawthorn Terrace, New Earswick, York, YO32 4BY  
01904 555970  
[new-earswick.school@york.gov.uk](mailto:new-earswick.school@york.gov.uk)  
[www.yorkla.org/newearswick](http://www.yorkla.org/newearswick)