

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

To: Councillor Orrell
Date: Tuesday, 19 January 2021
Time: 10.00 am
Venue: Remote Meeting

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 21 January 2021**.

*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 Customer and Corporate Services Scrutiny Management Committee.

Written representations in respect of items on this agenda should be submitted to Democratic Services by at **5.00pm on Friday 15 January 2021**.

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;
- any disclosable pecuniary interests

which they may 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 19 November 2020.

3. Public Participation

At this point in the meeting members of the public who have registered to speak can do so. Members of the public may speak on agenda items or on matters within the remit of the committee. The deadline for registering at this meeting is at 5.00pm on Friday 15 January 2021.

To register to speak please visit www.york.gov.uk/AttendCouncilMeetings to fill out an online registration form. If you have any questions about the registration form or the meeting please contact the Democracy Officer for the meeting whose details can be found at the foot of the agenda.

Webcasting of Remote Public Meetings

Please note that, subject to available resources, this remote public meeting will be webcast including any registered public speakers who have given their permission. The remote public meeting can be viewed live and on demand at www.york.gov.uk/webcasts.

During coronavirus, we've made some changes to how we're running council meetings. See our coronavirus updates (www.york.gov.uk/COVIDDemocracy) for more information on meetings and decisions.

- 4. Admissions Arrangements for the 2022/23 School Year** (Pages 3 - 392)

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 Admission Authority) for the school year beginning in September 2022. 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 2022.

The report also seeks approval of the proposed changes of catchment areas for three specific areas:

- Boroughbridge Road
- York Central
- Hull Road

5. Urgent Business

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

Democracy Officer:

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

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

Contact details are set out above.

This information can be provided in your own language.

我們也用您們的語言提供這個信息 (Cantonese)

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

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

Bu bilgiyi kendi dilinizde almanız mümkündür. (Turkish)

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

 (01904) 551550

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City of York Council

Committee Minutes

Meeting	Decision Session - Executive Member for Children, Young People and Education
Date	17 November 2020
Present	Councillor Orrell

27. Declarations of Interest

The Executive Member confirmed that he had no personal interests not included on the Register of Interests, nor any prejudicial interests or disclosable pecuniary interests, to declare in the business on the agenda.

28. Minutes

Resolved: That the minutes of the Decision Session held on 29 September 2020 be approved as a correct record, to be signed by the Executive Member at a later date.

29. Public Participation

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

30. Term dates for the school year 2022-2023

The Executive Member considered a report which sought approval for the term dates of those schools for which City of York Council (CYC) was an employer, for the school year beginning in September 2022.

The draft dates, detailed in Annex A to the report, had been set in accordance with the guiding principles discussed in the Yorkshire & Humber Admissions Group. These ensured that dates were harmonised as far as possible across the region, in order to minimise problems for parents/carers who worked in, or had children at school in, neighbouring authorities. Historically, schools in York with responsibility to set their own term dates had also followed the dates set by CYC. All York schools had been consulted on the draft dates; none had formally responded.

The Executive Member welcomed the ongoing work with other authorities to align term dates and

Resolved: That the draft term dates for the 2022-2023 school year set out in Annex A to the report be approved

Reason: To meet the requirements of Section 32 of the Education Act 2002 and other related legislation.

Cllr K Orrell, Executive Member

[The meeting started at 10.00 am and finished at 10.04 am].



**Decision Session - Executive Member for
Children, Young People and Education****19 January 2021**

Report of the Corporate Director of People

**Coordinated admissions schemes and admission arrangements for
the 2022 - 2023 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 admission authority – for the school year beginning in September 2022.
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 2022.
3. It also seeks approval of the proposed changes of catchment areas for three specific areas –
 - Boroughbridge Road
 - York Central
 - Hull Road

Recommendations

4. The Executive Member for Children, Young People and Education is recommended to approve:
 - The proposed published admission numbers for all City of York Council schools for the school year beginning in September 2022, as set out in Annex A.

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

- The coordinated schemes and admissions policies for all City of York Council schools for the 2022-2023 school year, as set out in Annexes B – AB.

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

- Approve the catchment area changes for the areas effecting CYC maintained schools as set out in Annexes AD – AK.

Reason: to meet the statutory requirements of the School Admissions Code of Practice and to allow for the continued effective and efficient use of catchment areas within the City of York when allocating school places and the accommodation of future residential developments.

Background

5. It is the duty of the admission 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.
6. 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.
7. As academies have come together in multi-academy trusts (MATs), the admission arrangements have been increasingly set by the trust boards of these MATs as the admission authority for all schools within the MAT. As the number of academies in York has increased and resulted in larger trusts, the centralisation of the policy and admissions functions has become more prevalent. However, in some cases the matter for setting an individual school's admission arrangements may be delegated to the Local Governing Committee of an individual academy.
8. 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 where there are more applications for places than there are places available.
9. Published admissions numbers (PANs) are important because they relate to the maximum number of children it is intended to admit in the year of entry (reception in primary and infant schools, year 3 in junior schools, and year 7 in secondary schools). For

year 12 entry in secondary schools, this number is the intended number of external applicants to be admitted, that is excluding those that attended Year 11 at that school who meet the required academic standards for and continue into Year 12.

10. Separate from the responsibility to set admission arrangements for its schools, it is also the duty of the LA to have in place area-wide coordinated admissions schemes for each coordinated year of entry. These schemes apply to all state funded schools in the LA area and detail how and when applications can be made and coordination between admission authorities and local authorities will take place.
11. A catchment area is defined as a geographical area, from which children may be afforded priority for admission to a particular school. In order to be reasonable geographically and accommodate the expected pupil yield from planned new housing developments, changes are proposed to some catchment areas this year. With the exception of some church schools/academies, a catchment area is part of a school's admission arrangements and it is for this reason that we are consulting upon these proposed catchment changes as part of the Admission Consultation.

Consultation

12. After an invitation from the LA, all admission authorities within the LA area again agreed to take part in a joint consultation to provide parents, schools and other interested parties with all admissions arrangements for 2022-2023 in one place.
13. LA officers have continued to support MATs and existing academies with the formulation of their admission arrangements, many of which now have arrangements that are operationally identical to the LA's own arrangements. Continuing the work which was jointly undertaken in 2017 with partner admission authorities, officers have continued to work with trusts in the development and maintenance of common definitions and practices between the policies of these schools, the LA, and the MATs that the LA supports with the formation of their admission arrangements.

14. This work not only ensures that academies have valid admission arrangements and supports schools with their responsibilities, which were previously the responsibility of the LA, but also ensures that the admissions policies of all non-faith schools are, and continue to be aligned. This work has continued the consistency of the admissions process.
15. Although coordinated by the LA, the responsibility for the formulation, determination and consultation of admission arrangements for schools for which the LA is not the admission authority remain the responsibility of the respective governing body/academy trust.
16. The School Admissions Code of Practice 2014 requires that where consultation takes place it must be for a minimum of 6 weeks between 01 October and 31 January. Determination of these admission arrangements by admission authorities must be completed by 28 February 2021 for the school year beginning in September 2022. This timeframe means that consultation on arrangements takes place up to 23 months before children would be due to start school.
17. Neighbouring LAs, school head teachers, governing bodies, dioceses, and those that had previously expressed a continued interest in school admissions in York were sent details of the consultation. The views of residents and parent/carers were also sought, although as is common, only a small number of residents responded via online survey or in writing.
18. The consultation ran from 12th October until 29 November 2020 and included all admission arrangements for schools in the LA area for the 2022-2023 school year. Information was made widely available online and publicised by schools and the LA in newsletters and notices with reminders via social media and email.

Options

19. 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, though these bodies will have undertaken a parallel process of determining their arrangements since the consultation closed, and therefore some may have already formally determined their arrangements.

Published Admission Numbers (PAN)

20. 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.

21. 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 area).
 - 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.

VA and Academy Proposals

The following change in PAN has been proposed by an academy school, who are their own admission authorities.

22. Based on the principles in paragraph 26, officers propose, following detailed investigation of potential implications, the following change to PANs:

School	Proposal	Recommendation	Reason
Fulford School (South York Multi Academy Trust)	Increase PAN from 240 to 300	Support	In line with the Fulford School expansion currently taking place to increase the PAN to 300.

23. The PAN increase for Fulford School is in response to the Fulford School expansion taking place currently. The expansion is due to be completed in the Autumn term of 2022, which would allow Fulford School to admit 300 pupils into Year 7 in September 2022 and subsequent years.
24. Pupil forecasts have shown the need to increase the PAN for Fulford School to allow for pupil projections including the pupils generated by the Germany Beck residential development.
25. If the PAN is not increased there is a risk that Fulford School would no longer be able to provide school places for their catchment pupils, which would create greater pupil pressures within the city and the potential for increased associated costs such as home to school transport costs.
26. As such officers recommend that the increase be approved for the reasons above.

Admission Policies

27. The LA has consulted with relevant admission authorities on the proposed admissions arrangements for the 2022-23 school year. The City of York has proposed the published admission number (PAN) for all schools, highlighting any changes in Annex A. The City of York proposed coordinated schemes and admissions policies are set out in Annexes B–H. Policies for voluntary aided and academy schools are contained in annexes I – W with Year

12 admissions policies contained in annexes X – AB. We have also included the Delay and Deferral Policy annexe AC.

28. The coordinated schemes Annexes B – E are applicable to all state funded schools in York including community, voluntary controlled, voluntary aided and academy schools.
29. The City of York admissions policy for each year of entry is applicable to all schools for which the LA is the admission authority; that is all community and voluntary controlled schools. Voluntary aided and academy schools operate their own admissions policies, though as stated above those of schools that have recently become their own admission 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 to the benefit of residents.
30. The City of York admissions policies have had no changes from those determined last year during which time a significant amount of work has been completed to clarify terms, definitions and safeguard standardisation wherever possible.

VA and Academy Proposals

The following change in school admission policy has been proposed by voluntary aided and academy schools, who are their own admission authorities

31.

School	Proposal	Recommendation	Reason
Our Lady Queen of Martyrs RC Primary, St Aelred's RC Primary, St George's RC Primary, St Wilfred's RC	All schools to adopt the same admission policy in particular relating to the over subscription criteria and use of designated	Support	To align all MAT school admission policies to allow consistency and transparency.

School	Proposal	Recommendation	Reason
Primary (St Margaret Clitherow Catholic Multi Academy Trust)	parish areas.		

32. St Margaret Clitherow Catholic Multi Academy Trust advised their intention to align the admission policies of all of their trust schools within City of York. The alignment of school policies provides consistency and transparency of the admission policy within all of their schools and for prospective parents/carers. This was to ensure that all of the trust schools use the same oversubscription criteria and the use of designated parish areas for each school. The admission policies are set out in Annexes P, T, U, W.
33. The different admission policy for each St Margaret of Clitherow school has worked previously and would have continued to be implemented however the aligned approach will be more effective, efficient and transparent for all stakeholders including parents/carers, the school, the Admission Authority and the LA Admission Team who coordinate the allocations.
34. As such officers recommend that the admission policy be approved for the reasons above.

Catchment Areas

35. The LA has consulted with relevant admission authorities on the proposed catchment area changes to be implemented from the 2022-23 school year. The City of York has proposed these changes to allow for future housing developments. The maps containing the proposed and existing catchment areas can be found in Annexes AD - AK.
36. Catchment areas are designed to be reasonable and clearly defined. The following factors have been taken into account when considering the changes in catchment area.

- a) The number of children (pupil yield) expected from the new housing developments.
- b) The geographical location of the new housing developments in relation to nearby schools and the associated ease of travel.
- c) The PAN and net capacity of nearby schools and their ability to accommodate additional pupils or where appropriate the school's ability to expand.
- d) The number of children living within the catchment area; historically, currently and the number forecast to be living within the catchment area in the future.
- e) The trend in school preferences both into and out of the catchment area.
- f) The schools named in the Section 106 agreements for the new housing developments and therefore the associated potential funding available for any necessary expansion work.

37. The following changes in catchment area have been proposed by the LA as Admission Authority and in collaboration with Multi Academy Trusts, who are their own Admission Authority.

Boroughbridge Road

Current School Catchment Area	Poppleton Ousebank Primary School in the Hope MAT
Proposed School Catchment Area	Carr Junior/Infant School in the South Bank MAT and CYC respectively

38. The Hope MAT, South Bank MAT and the LA, as the Admission Authorities for Poppleton Ousebank Primary School, Carr Junior School and Carr Infant School respectively, are proposing the changes in catchment area as shown in Annex AD and Annex AE. This area contains the planned housing development the 'Former Civil Service Sports Ground'.
39. Known housing developments in this area could generate a further 77 primary aged pupils, that Poppleton Ousebank does not have the capacity to accommodate during higher birth years. In contrast

Carr Infant’s net capacity shows they have the capacity to admit to PAN 90 and additional places are available at Carr Infant and Junior in the short to medium term.

- 40. In addition to this, these planned housing developments are within the A1237 and Carr Infant and Junior Schools are therefore better located geographically to serve children from these developments.
- 41. The significant number and size of housing developments planned in the north west of the City of York in the short to medium term mean this area will be closely monitored to ensure this proposed catchment change continues to remain the best option for school place planning in the long-term.
- 42. Officers feel that the proposed change should be approved.

York Central

Schools Proposed to Lose Catchment Area	St Barnabas’ CE VC Primary School with the LA as Admission Authority Scarcroft Primary School in the South Bank MAT
Schools Proposed to Gain Catchment Area	Poppleton Road Primary School with the LA as Admission Authority. St Paul’s CE VC Primary School with the LA as Admission Authority

- 43. The South Bank MAT, as the Admission Authority for Scarcroft Primary School and the LA as Admission Authority for St Barnabas’ CE VC Primary School, Poppleton Road Primary School, and St Paul’s CE VC Primary School, propose the changes in catchment area as shown in Annex AF and Annex AG. This area contains York Central.
- 44. The land proposed to be moved out of Scarcroft Primary School’s catchment currently contains industrial buildings. No additional dwellings are expected to be built in this area; however it is necessary to move this area into St Paul’s C.E. V.C. Primary School catchment in order to make further changes to this catchment area.

45. Although it is proposed the catchment area of St Barnabas' C.E. V.C. Primary School reduces in size, present site plans suggest it will still gain in dwellings. Current forecasts suggest that the projected birth rate in this catchment area alongside current trends in parental preferences, will result in sufficient places available to accommodate these additional pupils, despite the known limitations in extending the school building further.
46. The proposed changes would result in the majority of additional dwellings being located in the catchment area of Poppleton Road Primary School. Historically Poppleton Road Primary School's catchment area has contained fewer children than their PAN. This is projected to be the case in the future too. In addition to this, analysis of recent admissions data show fewer than half the children allocated a reception place on National Offer Day, reside within catchment. It is therefore expected that initial movement of children into the housing development can be allocated a reception place at Poppleton Road Primary School, if birth rates remain low.
47. Without these changes to catchment area, the majority of the additional pupils generated by the York Central development would fall into St Barnabas' C.E. V.C. Primary School, which with little ability to expand further, would not be able to accommodate the expected pupil yield.
48. As the housing mix is not yet known and the site plan has not yet been confirmed, minor adjustments to these proposed catchment changes might be required once the number and location of dwellings is established. It is important to begin this process now however before building commences, as adjustments are likely to be minor.
49. Officers feel that the proposed change should be approved.

Hull Road – Secondary Catchment

School Proposed to Lose Catchment Area	Fulford School in the South York MAT.
Schools	Archbishop Holgate's C.E. School in the

Proposed to Gain Catchment Area	Pathfinder MAT
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50. The South York MAT, as the Admission Authority for Fulford School and Pathfinder MAT as the Admission Authority for Archbishop Holgate's C.E. School, propose the change in catchment area as shown in Annex AH and Annex AI. This area contains the planned housing development the 'Land at Hull Rd' (York St. John Playing Fields, Windmill Lane).
51. The most pertinent reason for this proposed change in catchment area is the location. Windmill Lane which is situated next to the 'Land at Hull Rd' is 0.18 miles from Archbishop Holgate's C.E. School; however it is 1.8 miles from Fulford School. It is therefore better positioned geographically to be served by Archbishop Holgate's C.E. School.
52. In addition to this Fulford has a number of large housing developments in its catchment area that are already in development at Germany Beck and that are planned at Imphal Barracks and the Land to the West of Elvington Lane.
53. Officers feel that the proposed change should not be opposed.

Hull Road – Primary Catchment

School Proposed to Lose Catchment Area	Lord Deramore's Primary School with the LA as Admission Authority.
Schools Proposed to Gain Catchment Area	Badger Hill Primary School in the Pathfinder MAT

54. The LA, as the Admission Authority for Lord Deramore's Primary School and Pathfinder MAT as the Admission Authority for Badger

Hill Primary School, propose the change in catchment area as shown in Annex AJ and Annex AK. This area contains the planned housing development the 'Land at Hull Rd' (York St. John Playing Fields, Windmill Lane).

55. This change in catchment is proposed in order to keep the link between primary and secondary catchment areas, and ensure that all children in the primary catchment have the same secondary catchment. This change in catchment area would ensure that all children living within Lord Deramore's Primary School catchment remain within catchment for Fulford School.
56. Officers feel that the proposed change should be approved.

Admission Consultation Responses

57. All maintained schools and academies in York were asked for their comments on admission arrangements and proposed PANs. The survey was accessed 48 times, including 28 named school-based respondents. Schools were greatly supportive of the draft LA policies and the proposed PAN for their schools.
58. The open admission consultation which was available to the general public was also accessed 42 times including 12 named respondents including members of the public and parents.
59. Responses have been categorised below as either PAN consultation response, admission policy consultation response or catchment area consultation response.

PAN Consultation Responses

- 59.1 Westfield Primary School responded regarding reducing the PAN to 75 although acknowledging that this has not been formally requested. The Governors have concerns regarding the net capacity of the building and the ability to accommodate 630 pupils if the school was fully subscribed. Due to the number and location of known housing developments in the west of the city, we are not looking to amend the current school PAN, as we would anticipate that if the PAN were reduced, it would be for the short term with the need to return to a PAN 90 in the future. This would impact on the school due to the lagged pupil funding at the point the PAN

was increased or returned to 90. In relation to points raised about the school net capacity, currently the school is under subscribed so is unlikely to meet its full capacity in the short term. Westfield School accommodation will continue to be monitored in relation to capital investment should the need arise.

- 59.2 Carr Infant School Governors initially wished to reduce the PAN from 90 to 60 however the Governors agreed the 90 PAN with a view to reconsider this in the future. Based on expected pupil yield from planned building developments which have led to the Boroughbridge Road catchment area changes, we would not be looking to amend the current school PAN as we would anticipate that if the PAN were reduced, it would be for the short term with the need to return to the PAN to 90 in the future. This would impact on the school due to the lagged pupil funding at the point the PAN was increased or returned to 90.

Admission Policy Consultation Responses

- 60.1 The responses left relating to schools admission policy documents were positive and considered understandable, clear and fair.
- 60.2 One respondent advised that it seemed unfair that those in separate infant and junior schools have to reapply. The application process from infant to junior school is a statutory requirement as year 3 is a school year of entry for pupils who attend infant and junior schools rather than a primary school. Similar to those applying for a year of school entry into reception and year 7.

Catchment Area Changes Responses

- 61.1 Governors at Lord Deramore's Primary School responded to oppose the proposed catchment changes to their catchment area. Governors feel that as their current catchment area is largely rural, except for a small village and the University of York, a new housing development would correct this balance. They also argue that as we do not operate a feeder school system, it is irrelevant if children attending Lord Deramore's are located in catchment areas for different secondary schools.
- 61.2 Although the catchment area for Lord Deramore's Primary School is largely rural, all 30 reception places were allocated on National

Offer Day this year, with 34 children remaining on the waiting list. The vast majority of children on this waiting list had put Lord Deramore's as a 1st preference. Only 3 of the children offered a place at Lord Deramore's were from Lord Deramore's catchment. This is a strong historical trend that it is very hard to see changing in the near future. Because of this it seems unlikely that this small change in catchment area will have any impact on Lord Deramore's admission numbers, as the area that we are proposing should be removed from Lord Deramore's catchment is currently fields.

- 61.3 Wherever possible it is massively advantageous to children, families, the schools involved and school place planning projections that primary school catchment areas are linked to secondary school catchment areas. This allows all children living in the primary catchment to have the option of attending the same secondary school as their classmates and minimises disruption to all.
- 61.4 Badger Hill responded in support of the proposed catchment area changes in the Hull Road area.
- 61.5 A response was received from a resident regarding the catchment system used in York. Although she does not reference the proposed catchment changes discussed in this report, she expresses concern in general about the catchment boundaries and about her property not being in catchment for an Ofsted graded 'good' or 'outstanding' school. She also highlights the perceived unfairness of some areas being in catchment for multiple schools. As the LA is not the Admission Authority for any of the catchments areas mentioned in her response, it is not in the LA's remit to address these issues; however these comments will be forwarded on to the appropriate Admission Authorities.
- 61.6 The use of catchment areas in York was recently discussed at the York Schools and Academies Board and was unanimously supported by attending members. The need to review catchment areas will continue, as further housing developments receive planning permission and commencement dates become known.

Amendment to Primary National Offer Day Date

- 62 During the consultation period, the Yorkshire and Humber Admissions Group discussed Primary National Offer Day and we will amend Primary National Offer Day to Tuesday 19th April 2022 within the final Admission Policies and Admission Schemes to align with other authorities who responded. The Primary National Offer Day is set within the Admission Code as 16th April or the next working day. Therefore, the next working day, taking into account bank holidays is Tuesday 19th April 2022, which we will adopt as Primary National Offer Day.
- 63 There are no other consultations taking place or amendments required.

Council Plan

Well paid jobs and an inclusive economy

64. Education will continue to provide employment to those working in the education sector and their stakeholders. Whilst also providing with children and young people with the education, skills and knowledge to be able to join the job market when they finish their education

A greener and cleaner city

65. Both the Admission Consultation and school admission policies within the City of York focus on providing a local school for local children. Attending a local school allows greater opportunity for children and parents to walk or cycle to school.

Getting around sustainably

66. Both the Admission Consultation and school admission policies within the City of York focus on providing a local school for local children. Attending a local school allows greater opportunity for sustainable travel including walking or cycling to school.

Good health and wellbeing

67. The school admission policies give parents/carers choices for their child's education so that children are able to attend local schools building friendships and be part of a local community, which assists with good health and well-being.

Safe communities and culture for all

68. When schools are able to change their published admission numbers to the benefit of their pupils, staff and the local community, it illustrates a great deal of consideration for the needs of the local community and provides an effective learning environment for all.

Creating homes and a world class infrastructure

69. The changes to school catchment areas are to include the planned new residential building developments to ensure that schools can cater for forecasts in the pupil numbers to allow the continuation of local children attending local schools.

A better start for all children and young people

70. A city wide admissions policy that is agreed and fully consulted on ensures that all school admission policies are aligned and ensures fair access to education for all children and young people.

An open and effective council

71. A city wide admissions policy that is agreed and fully consulted on ensures that all school admission policies are aligned and ensures fair access to education for all children and young people

Implications

72. Changes to admission limits at schools has no direct impact on Local Authority funding as the council will continue to be funded for all pupils at the same level, regardless of the schools that they attend. For individual schools, pupil numbers does have an impact on school funding, particularly if the school is changing in size as pupil led funding is lagged (based on the previous autumn census numbers for the following financial year). For schools that are growing the additional pupils will not be funded for the first 7 months (12 months for academies) but, depending on the scale of the growth, they may be eligible for some funding from the pupil growth fund.

- **Human Resources**

73. There are no HR implications.

- **Equalities**

74. There are no implications relating to equalities.

- **Legal**

75. 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.

76. 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.

77. 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.

78. 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.

79. Regulation 28 of the Schools Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England)

Regulations 2012 requires a local authority to inform the Secretary of State on or before 28 February in the determination year whether they have secured the adoption of a qualifying scheme or not.

- **Crime and Disorder**

80. There are no Crime and Disorder implications.

- **Information Technology (IT)**

81. There are no IT implications.

- **Property**

82. There are no property implications.

- **Other Implications**

83. There are no other implications.

Risk Management

84. No direct implications.

Contact Details**Author:**

Rachelle White
School Admissions
Manager
School Services
 01904 554239

Chief Officer Responsible for the
report:

Amanda Hatton
Corporate Director of People

Report
Approved



Date 18/12/20

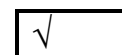
Sarah Moir
 School Place Planning
 Project Officer
 School Services
 01904 552743

Specialist Implications Officer(s)

Legal
 Peter Cairns
 Employment/Education Lawyer
 01904 551095

Wards Affected: List wards or tick box to indicate all

All



For further information please contact the author of the report

Background Papers:

None

Annexes

Annex A	2021/22 Proposed Published Admission Numbers
Annex B	2021/22 Coordinated admissions scheme – applying to start infant or primary school
Annex C	2021/22 Coordinated admissions scheme – applying to start junior school
Annex D	2021/22 Coordinated admissions scheme – applying to start secondary school
Annex E	Coordinated admissions scheme – applying to school In Year

Annex F	2021/22 Admissions policy – City of York Council community and voluntary controlled infant and primary schools
Annex G	2021/22 Admissions policy – City of York Council community and voluntary controlled secondary schools
Annex H	Admissions policy – City of York Council community and voluntary controlled In Year
Annex I	2021/22 Admissions policy – All Saints RC Aided School
Annex J	2021/22 Admissions policy – Archbishop Holgate’s CE Academy
Annex K	2021/22 Admissions policy – Ebor Academy Trust
Annex L	2021/22 Admissions policy – Heworth CE Primary Academy
Annex M	2021/22 Admissions policy – Hope Learning Trust
Annex N	2021/22 Admissions policy – Huntington Primary Academy
Annex O	2021/22 Admissions policy – Manor CE Academy
Annex P	2021/22 Admissions policy – Our Lady Queen of Martyrs RC Aided Primary School
Annex Q	2021/22 Admissions policy – Pathfinder Multi Academy Trust
Annex R	2021/22 Admissions policy – South Bank Academy Trust
Annex S	2021/22 Admissions policy – South York Multi Academy Trust
Annex T	2021/22 Admissions policy – St Aelred’s RC Aided Primary School
Annex U	2021/22 Admissions policy – St George’s RC Aided Primary School
Annex V	2021/22 Admissions policy – St Lawrence’s CE Primary Academy
Annex W	2021/22 Admissions policy – St Wilfrid’s RC Aided Primary School
Annex X	2021/22 Admissions policy for Year 12 entry – All Saints RC Aided School
Annex Y	2021/22 Admissions policy for Year 12 entry – Archbishop Holgate’s CE Academy
Annex Z	2021/22 Admissions policy for Year 12 entry – Fulford School

Annex AA	2021/22 Admissions policy for Year 12 entry – Huntington School
Annex AB	2021/22 Admissions policy for Year 12 entry – The Joseph Rowntree School
Annex AC	Delayed and Deferred Admission to Primary School
Annex AD	Boroughbridge Road - Primary catchments proposed amendments
Annex AE	Boroughbridge Road - Primary existing catchments
Annex AF	York Central - Primary catchments proposed amendments
Annex AG	York Central - Primary existing catchments
Annex AH	Hull Road - Secondary catchments proposed amendments
Annex AI	Hull Road - Secondary existing catchments
Annex AJ	Hull Road - Primary catchments proposed amendments
Annex AK	Hull Road - Primary existing catchments

		Reception Published Admission Number		
		Current (2020/21)	Previously Determined (2021/22)	Proposed (2022/23)
Estab	Community and Voluntary Controlled Primary and Infant Schools			
2386	Bishopthorpe Infant	60	50	50
2003	Carr Infant	90	90	90
2018	Clifton Green Primary	60	60	60
2013	Copmanthorpe Primary	60	60	60
2007	Dringhouses Primary	45	45	45
3152	Elvington CE Primary	20	20	20
2008	Fishergate Primary	45	45	45
2241	Headlands Primary	45	45	45
3158	Lord Deramore's Primary	30	30	30
3159	Naburn CE Primary	12	12	12
2014	Poppleton Road Primary	60	60	60
2058	Ralph Butterfield Primary	50	50	50
2349	Rufforth Primary	14	15	15
2169	Skelton Primary	20	20	20
3002	St Barnabas' CE Primary	30	30	30
3222	St Mary's CE Primary	15	15	15
3156	St Oswald's CE Primary	45	45	45
3003	St Paul's CE Primary	28	28	28
2227	Stockton on the Forest Primary	15	15	15
2017	Westfield Primary	90	90	90
2240	Wigginton Primary	40	40	40
2015	Yearsley Grove Primary	60	60	60
	Voluntary Aided and Academy Primary Schools			
2000	Acomb Primary	45	45	45
2431	Badger Hill Primary	30	30	30
2024	Burton Green Primary	30	30	30
2430	Clifton with Rawcliffe Primary	90	90	90
3151	Dunnington CE Primary	30	30	30
2009	Haxby Road Primary Academy	45	45	45
2001	Hempland Primary	60	60	60
3302	Heworth CE Primary	20	20	20
2028	Hob Moor Primary	45	45	45
2180	Huntington Primary	60	60	60
2011	Knavesmire Primary	60	60	60
2428	Lakeside Primary	60	45	45
2021	New Earswick Primary	30	30	30
2176	Osbalwick Primary	45	45	45
3904	Our Lady Queen of Martyrs Primary	60	60	60
2012	Park Grove Primary	40	40	40
2029	Poppleton Ousebank Primary	60	60	60
3212	Robert Wilkinson Primary Academy	85	85	85
2016	Scarcroft Primary	60	60	60
3401	St Aelred's RC Primary	30	30	30
3402	St George's RC Primary	30	30	30
2020	St Lawrence's CE Primary	30	30	30
3403	St Wilfrid's RC Primary	40	40	40
2429	Tang Hall Primary	30	30	30
3380	Wheldrake CE Primary	30	30	30
2027	Woodthorpe Primary	60	60	60
	Total Reception places available	2139	2139	2115

		Year 3 Published Admission Number		
		Current (2019/20)	Previously Determined (2020/21)	Proposed (2021/22)
3229	Archbishop of York's CE Junior	60	60	60
2002	Carr Junior	90	90	90
	Total Year 3 places available	150	150	150

		Year 7 Published Admission Number		
		Current (2020/21)	Previously Determined (2021/22)	Proposed (2022/23)
4063	Huntington School	239	239	239
4508	Joseph Rowntree School	232	232	232
	Voluntary Aided and Academy Secondary Schools			
4702	All Saints RC School	178	178	178
4500	Archbishop Holgate's CE School	270	300	300
4153	Fulford School	240	240	300
4602	Manor CE Academy	240	240	240
4229	Millthorpe School	212	212	212
4000	Vale of York Academy	150	150	150
4001	York High School	180	180	180
	Total Year 7 places available	1941	1971	2031

		Year 12 'External' Published Admission Number		
		Current (2020/21)	Previously Determined (2021/22)	Proposed (2022/23)
	Community and Voluntary Controlled Secondary Schools			
4063	Huntington School	30	30	30
4508	Joseph Rowntree School	30	30	30
	Voluntary Aided and Academy Secondary Schools			
4702	All Saints RC School	35	35	35
4500	Archbishop Holgate's CE School	40	40	40
4153	Fulford School	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

2022-2023

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 2022.
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, admission 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. The standard way of making applications will be online at www.york.gov.uk/schooladmissions where an online form ('the form') can be completed to apply for a school place. It is expected that most applications will be made online, but where applicants cannot apply online, they may request support from the LA, schools, or a paper application form known as the 'School admissions application for Primary School in September 2022'.
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 for Parents](#), 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 admission authority to apply their oversubscription criteria to the applicant. The SIF, if required, must be returned directly to the school.

8. Where a Voluntary Aided School or Academy receives a SIF from a City of York resident it will not be regarded as a valid application unless the applicant has also completed the (LA) form and the school is listed as a preference on it.

9. If the LA receives more than one application, for example both an online and paper application, and they differ, the LA will query this with the applicant. If the LA receives an application from more than one person claiming parental responsibility for the same child, and the content of these applications differ, the LA will inform both applicants. The LA will then not process any preference(s) that differ until the applicants are either in agreement, or until one applicant can show the legal right to

have their preference(s) considered over the preference(s) of the other applicant.

10. The closing date for applications is 15 January 2022. 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 admission authority.
2. Admission Authorities may decide to accept late applications and treat them as 'on-time' applications if this is accompanied by a satisfactory reason provided at the time of application.

After 15 March 2022, the LA will not accept any late applications or changes of preference or changes of circumstances and treat them as 'on-time' applications or preferences, as to do so later would jeopardise the process of timely LA coordination.

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

unsuccessful, will be held on a waiting list until the end of the first term in line with 'on-time' applications as set out in Section G of this scheme.

D Coordinating Applications

1. The LA will act as a clearing house for the allocation of places by the relevant admission authorities in response to preferences received via either an online application or the form.
2. Each admission 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 admission 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 admission 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 admission authority, rank all applicants according to the oversubscription criteria for those schools.

F Allocations

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

Where the child is eligible for a place at two or more of the nominated schools, they will be allocated a place at whichever of these schools is the highest ranked preference.

2. Each applicant will receive no more than one allocation of a school place. A place will be allocated at the highest ranking school named as a preference for which they are eligible for a place.
3. The LA, as the coordinating Local Authority for all applicants resident in the City of York area, will allocate school places on behalf of all admission authorities operating within the coordinated scheme.
4. The LA will provide all City of York primary and infant schools with a provisional list of the children to be allocated a place at their schools before the date on which allocations are made. This list may be amended by the LA at a later date. Schools should not contact parent/carers until after allocations have been made by the LA.
5. Allocations will be made on the National Offer Day, 19 April 2022.
6. If a place cannot be allocated at a school named as a preference, a place will be allocated at an alternative school where places are still available. This will be after all those preferencing a school have first been allocated a place. This may be a school some distance from the home address of the applicant.
7. No places will be held in reserve for any school.

G Waiting Lists

1. A waiting list will be compiled for all oversubscribed schools and kept until at least 31 December 2022.
2. Each waiting list will contain all the unsuccessful preferences, whether from 'on-time' or 'late' applications, and ranked in accordance with the relevant oversubscription criteria for that school according to the applicants current circumstances.
3. Applicants may request to be added to a waiting list for a school, even if they did not originally express a preference for that school. Requests should be provided in writing from the original applicant to the LA, who will communicate this to the admission 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 admission 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 admission authority and other Local Authorities. The LA requires other admission authorities to inform the LA when places may become available, so that a coordinated allocation may be made by the LA on behalf of all schools within this coordinated scheme, and to ensure that each child is only allocated one school place.

H Appeals

1. Where an applicant has been refused a place at a school of their preference, the applicant will be offered the statutory right of appeal against the decision of the admission 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 admission 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 admission authorities operating within this scheme, including the LA, schools that are their own admission authority, and other Local Authorities.

I Timetable

by 13 September 2021	Guide for Parents published online at www.york.gov.uk/guideforparents
by 13 September 2021	Opening date for applications. 'School admissions application for Primary School in September 2022' form made available and online applications start to be accepted at www.york.gov.uk/schooladmissions
by 15 November 2021	Letters sent to the home addresses of children who attend a nursery or early years provider in the City of York area and who are due to start Reception in September 2022, informing parent/carers that applications should be made online by 15 January 2022. 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 2021' form.
15 January 2022	Closing date for 'on-time' applications (both online and by paper 'School admissions application for Primary School in September 2021' form)
from 16 January 2022	Applications received may be treated as 'late'
by 22 January 2022	Communicate the total number of first preferences expressed to each City of York primary and infant school
by 25 January 2022	Receive information about applicants resident outside the City of York area expressing preferences for schools within the City of York area from other Local Authorities
By 25 January 2022	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 29 January 2022	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 19 February 2022	Receive completed ranked lists of all preferences from Voluntary Aided and Academy schools within the City of York area
by 18 February 2022	Last date by which Voluntary Aided and Academy schools can notify the Local Authority of an increase in the number of places to be allocated on National Offer Day. This is to allow the Local Authority good time to deliver its co-ordination responsibilities effectively. The number of places cannot be decreased below the PAN.
by 11 March 2022	First exchange of information, including to whom allocations can be made, to other coordinating Local Authorities for applicants resident outside the City of York area
by 11 March 2022	First exchange of information, including to whom allocations can be made, from other coordinating Local Authorities for applicants resident in the City of York area
by 25 March 2022	Final exchange of information, including to whom allocations can be made, to other coordinating Local Authorities for applicants resident outside the City of York area
by 25 March 2022	Final exchange of information, including to whom allocations can be made, from other coordinating Local Authorities for applicants resident in the City of York area
by 14 April 2022	Provide all City of York primary and infant schools with a provisional list of the children to be allocated a place at their schools.
19 April 2022	Allocations communicated to City of York resident applicants by email and/or by letter

27 April 2022 – 31 August 2022	Communicate adjustments to allocations to schools and other admission authorities
20 May 2022	Deadline for return of appeal papers for 'on-time' applicants
1 June 2022 – 16 July 2022	Admissions appeals for 'on-time' applicants
September 2022	Start of the school year
31 December 2022	Earliest date waiting lists may close – the exact date for each admission authority may vary according to their admissions 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 (Academy, 5-11)
Badger Hill Primary (Academy, 5-11)
Bishopthorpe Infant (Community, 5-7)
Burton Green Primary (Academy, 5-11)
Carr Infant (Community, 5-7)
Clifton Green Primary (Community, 5-11)
Clifton with Rawcliffe Primary (Academy, 5-11)
Copmanthorpe Primary (Community, 5-11)
Dringhouses Primary (Community, 5-11)
Dunnington CE Primary (Academy, 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 (Academy, 5-11)
Huntington Primary (Academy, 5-11)
Knavesmire Primary (Academy, 5-11)
Lakeside Primary (Academy, 5-11)
Lord Deramore's CE Primary (Voluntary Controlled, 5-11)
Naburn CE Primary (Voluntary Controlled, 5-11)
New Earswick Primary (Academy, 5-11)
Osbalwick Primary (Academy, 5-11)
Our Lady Queen of Martyrs RC Primary (Academy, 5-11)

Park Grove Primary (Academy, 5-11)
Poppleton Ousebank (Academy, 5-11)
Poppleton Road Primary (Community, 5-11)
Ralph Butterfield Primary (Community, 5-11)
Robert Wilkinson Primary (Academy, 5-11)
Rufforth Primary (Academy, 5-11)
Scarcroft Primary (Academy, 5-11)
Skelton Primary (Academy, 5-11)
St Aelred's RC Primary (Academy, 5-11)
St Barnabas' CE Primary (Voluntary Controlled, 5-11)
St George's RC Primary (Academy, 5-11)
St Lawrence's CE Primary (Academy, 5-11)
St Mary's CE Primary (Voluntary Controlled, 5-11)
St Oswald's CE Primary (Voluntary Controlled, 5-11)
St Paul's CE Primary (Voluntary Controlled, 5-11)
St Wilfrid's RC Primary (Academy, 5-11)
Stockton on the Forest Primary (Community, 5-11)
Tang Hall Primary (Academy, 5-11)
Westfield Primary Community (Community, 5-11)
Wheldrake with Thorganby CE Primary (Academy, 5-11)
Wigginton Primary (Community, 5-11)
Woodthorpe Primary (Academy, 5-11)
Yearsley Grove Primary (Community, 5-11)

[View school contact details](#)

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Junior Schools in the City of York Local Authority area

Coordinated Admissions Scheme

Year 3 entry

2022 – 2023

A Introduction

1. This coordinated scheme provides a framework for a fair and open way of determining applications to start junior school in September 2021.
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, admission 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. The standard way of making applications will be online at www.york.gov.uk/schooladmissions where an online form ('the form') can be completed to apply for a school place. It is expected that most applications will be made online, but where applicants cannot apply online, they may request support from the LA, schools, or a paper application form known as the 'School admissions application for Junior School in September 2022'.
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 for Parents](#), 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 admission authority to apply their oversubscription criteria to the applicant. The SIF, if required, must be returned directly to the school.
8. Where a Voluntary Aided School or Academy receives a SIF from a City of York resident it will not be regarded as a valid application unless the applicant has also completed the (LA) form and the school is listed as a preference on it.
9. If the LA receives more than one application, for example both an online and paper application, and they differ, the LA will query this with the applicant. If the LA receives an application from more than one

person claiming parental responsibility for the same child, and the content of these applications differ, the LA will inform both applicants. The LA will then not process any preference(s) that differ until the applicants are either in agreement, or until one applicant can show the legal right to have their preference(s) considered over the preference(s) of the other applicant.

10. The closing date for applications is 15 January 2022. 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 admission authority.
2. Admission Authorities may decide to accept late applications and treat them as 'on-time' applications if this is accompanied by a satisfactory reason provided at the time of application.

After 15 March 2022, the LA will not accept any late applications or changes of preference or changes of circumstances and treat them as 'on-time' applications or preferences, as to do so later would jeopardise the process of timely LA coordination.

3. Late applications received between the closing date for applications and the date places are offered may be applied a lower priority when determining to whom places can be offered.
4. Late applications received after the offer day, but before the start of the school year will be coordinated using the same arrangements and criteria as 'on-time' applications, although the availability of places will

depend on where places are still available as well as the preferences of applicants.

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

D Coordinating Applications

1. The LA will act as a clearing house for the allocation of places by the relevant admission authorities in response to preferences received via either an online application or the form.
2. Each admission 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 admission 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 admission 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 admission authority, rank all applicants according to the oversubscription criteria for those schools.

F Allocations

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

Where the pupil is eligible for a place at two or more of the nominated schools, they will be allocated a place at whichever of these schools is the highest ranked preference.

2. Each applicant will receive no more than one allocation of a school place. A place will be allocated at the highest ranking school named as a preference for which they are eligible for a place.
3. The LA, as the coordinating Local Authority for all applicants resident in the City of York area, will allocate school places on behalf of all admission authorities operating within the coordinated scheme.
4. The LA will provide all City of York junior schools with a provisional list of the pupils to be allocated a place at their schools before the date on which allocations are made. This list may be amended by the LA at a later date. Schools should not contact parent/carers until after allocations have been made by the LA.
5. Allocations will be made on the National Offer Day, 19 April 2022
6. If a place cannot be allocated at a school named as a preference, a place will be allocated at an alternative school where places are still available. This will be after all those preferencing a school have first been allocated a place. This may be a school some distance from the home address of the applicant.
7. No places will be held in reserve for any school.
8. Allocations will be made to all City of York pupils even if parent/carers have not applied for a school place as the LA has a responsibility to

ensure a school place is available for every pupil. Allocations will not be made where a parent/carer has informed the LA that they intend to either continue or start to –

- a) educate their child at home; or
- b) educate their child at an independent school.

G **Waiting Lists**

1. A waiting list will be compiled for all oversubscribed schools and kept until at least 31 December 2022.
2. Each waiting list will contain all the unsuccessful preferences, whether from 'on-time' or 'late' applications, and ranked in accordance with the relevant oversubscription criteria for that school according to the applicants current circumstances.
3. Applicants may request to be added to a waiting list for a school, even if they did not originally express a preference for that school. Requests should be provided in writing from the original applicant to the LA, who will communicate this to the admission 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 admission 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 admission authority and other Local Authorities. The LA requires other admission authorities to inform the LA when places may become available, so that a coordinated allocation may be made by the LA on behalf of all

schools within this coordinated scheme, and to ensure that each pupil is only allocated one school place.

H Appeals

1. Where an applicant has been refused a place at a school of their preference, the applicant will be offered the statutory right of appeal against the decision of the admission 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 admission 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 admission authorities operating within this scheme, including the LA, schools that are their own admission authority, and other Local Authorities.

I Timetable

by 13 September 2021	Guide for Parents published online at www.york.gov.uk/guideforparents
by 13 September 2021	Opening date for applications. 'School admissions application for Primary School in September 2022' form made available and online applications start to be accepted at www.york.gov.uk/schooladmissions
by 15 November 2021	Letters sent to the home addresses of children who attend a nursery or early years provider in the City of York area and who are due to start Reception in September 2022, informing parent/carers that applications should be made online by 15 January 2022. 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 2021' form.
15 January 2022	Closing date for 'on-time' applications (both online and by paper 'School admissions application for Primary School in September 2021' form)
from 16 January 2022	Applications received may be treated as 'late'
by 22 January 2022	Communicate the total number of first preferences expressed to each City of York primary and infant school
by 25 January 2022	Receive information about applicants resident outside the City of York area expressing preferences for schools within the City of York area from other Local Authorities
By 25 January 2022	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 29 January 2022	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 19 February 2022	Receive completed ranked lists of all preferences from Voluntary Aided and Academy schools within the City of York area
by 18 February 2022	Last date by which Voluntary Aided and Academy schools can notify the Local Authority of an increase in the number of places to be allocated on National Offer Day. This is to allow the Local Authority good time to deliver its co-ordination responsibilities effectively. The number of places cannot be decreased below the PAN.
by 11 March 2022	First exchange of information, including to whom allocations can be made, to other coordinating Local Authorities for applicants resident outside the City of York area
by 11 March 2022	First exchange of information, including to whom allocations can be made, from other coordinating Local Authorities for applicants resident in the City of York area
by 25 March 2022	Final exchange of information, including to whom allocations can be made, to other coordinating Local Authorities for applicants resident outside the City of York area
by 25 March 2022	Final exchange of information, including to whom allocations can be made, from other coordinating Local Authorities for applicants resident in the City of York area
by 14 April 2022	Provide all City of York primary and infant schools with a provisional list of the children to be allocated a place at their schools.
19 April 2022	Allocations communicated to City of York resident applicants by email and/or by letter
27 April 2022 – 31 August 2022	Communicate adjustments to allocations to schools and other admission authorities

20 May 2022	Deadline for return of appeal papers for 'on-time' applicants
1 June 2022 – 16 July 2022	Admissions appeals for 'on-time' applicants
September 2022	Start of the school year
31 December 2022	Earliest date waiting lists may close – the exact date for each admission authority may vary according to their admissions 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

None currently.

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Secondary Schools in the City of York Local Authority area

Coordinated Admissions Scheme

Year 7 entry

2022-23

A Introduction

1. This coordinated scheme provides a framework for a fair and open way of determining applications to start secondary school in September 2022.
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, admission 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. The standard way of making applications will be online at www.york.gov.uk/schooladmissions where an online form ('the form') can be completed to apply for a school place. It is expected that most applications will be made online, but where applicants cannot apply online, they may request support from the LA, schools, or a paper application form known as the 'School admissions application for Secondary School in September 2022'.
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
 - d) 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 for Parents](#), 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 admission authority to apply their oversubscription criteria to the applicant. The SIF, if required, must be returned directly to the school.
8. Where a Voluntary Aided School or Academy receives a SIF from a City of York resident it will not be regarded as a valid application unless the applicant has also completed the (LA) form and the school is listed as a preference on it.
9. If the LA receives more than one application, for example both an online and paper application, and they differ, the LA will query this with

the applicant. If the LA receives an application from more than one person claiming parental responsibility for the same child, and the content of these applications differ, the LA will inform both applicants. The LA will then not process any preference(s) that differ until the applicants are either in agreement, or until one applicant can show the legal right to have their preference(s) considered over the preference(s) of the other applicant.

10. The closing date for applications is 31 October 2021. 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 admission authority.
2. Admission Authorities may decide to accept late applications and treat them as 'on-time' applications if this is accompanied by a satisfactory reason provided at the time of application.

After 31 January 2022, the LA will not accept any late applications or changes of preference or changes of circumstances and treat them as 'on-time' applications or preferences, as to do so later would jeopardise the process of timely LA coordination.

3. Late applications received between the closing date for applications and the date places are offered may be applied a lower priority when determining to whom places can be offered.
4. Late applications received after the offer day, but before the start of the school year will be coordinated using the same arrangements and criteria as 'on-time' applications, although the availability of places will

depend on where places are still available as well as the preferences of applicants.

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

D Coordinating Applications

1. The LA will act as a clearing house for the allocation of places by the relevant admission authorities in response to preferences received via either an online application or the form.
2. Each admission 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 admission 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 admission 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 admission authority, rank all applicants according to the oversubscription criteria for those schools.

F Allocations

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

Where the pupil is eligible for a place at two or more of the nominated schools, they will be allocated a place at whichever of these schools is the highest ranked preference.

2. Each applicant will receive no more than one allocation of a school place. A place will be allocated at the highest ranking school named as a preference for which they are eligible for a place.
3. The LA, as the coordinating Local Authority for all applicants resident in the City of York area, will allocate school places on behalf of all admission authorities operating within the coordinated scheme.
4. The LA will provide all City of York secondary schools with a provisional list of the pupils to be allocated a place at their schools before the date on which allocations are made. This list may be amended by the LA at a later date. Schools should not contact parent/carers until after allocations have been made by the LA.
5. Allocations will be made on the National Offer Day, 1 March 2022.
6. If a place cannot be allocated at a school named as a preference, a place will be allocated at an alternative school where places are still available. This will be after all those preferencing a school have first been allocated a place. This may be a school some distance from the home address of the applicant.
7. No places will be held in reserve for any school.
8. Allocations will be made to all City of York pupils even if parent/carers have not applied for a school place as the LA has a responsibility to

ensure a school place is available for every pupil. Allocations will not be made where a parent/carer has informed the LA that they intend to either continue or start to –

- a) educate their child at home; or
- b) educate their child at an independent school.

G **Waiting Lists**

1. A waiting list will be compiled for all oversubscribed schools and kept until at least 31 December 2022.
2. Each waiting list will contain all the unsuccessful preferences, whether from 'on-time' or 'late' applications, and ranked in accordance with the relevant oversubscription criteria for that school according to the applicants current circumstances.
3. Applicants may request to be added to a waiting list for a school, even if they did not originally express a preference for that school. Requests should be provided in writing from the original applicant to the LA, who will communicate this to the admission 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 admission 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 admission authority and other Local Authorities. The LA requires other admission authorities to inform the LA when places may become available, so that a coordinated allocation may be made by the LA on behalf of all

schools within this coordinated scheme, and to ensure that each pupil is only allocated one school place.

H Appeals

1. Where an applicant has been refused a place at a school of their preference, the applicant will be offered the statutory right of appeal against the decision of the admission 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 admission 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 admission authorities operating within this scheme, including the LA, schools that are their own admission authority, and other Local Authorities.

I Timetable

by 12 September 2021	Guide for Parents published online at www.york.gov.uk/guideforparents
by 12 September 2021	Opening date for applications. 'School admissions application for Secondary School in September 2021' form made available and online applications start to be accepted at www.york.gov.uk/schooladmissions
by 14 September 2021	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 2021. 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 2022' form.
September 2021 – October 2021	Secondary school open evenings
31 October 2021	Closing date for 'on-time' applications (both online and by paper 'School admissions application for Secondary School in September 2021' form)
from 01 November 2021	Applications received may be treated as 'late'

by 15 November 2021	Communicate the total number of first preferences expressed to each City of York secondary school
by 15 November 2021	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 15 November 2021	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 04 December 2021	Provide details of all preferences expressed for Voluntary Aided and Academy schools within the City of York area to those schools for their consideration
by 11 January 2022	Receive completed ranked lists of all preferences from Voluntary Aided and Academy schools within the City of York area
by 11 January 2022	Last date by which Voluntary Aided and Academy schools can notify the Local Authority of an increase in the number of places to be allocated on National Offer Day. This is to allow the Local Authority good time to deliver its co-ordination responsibilities effectively. The number of places cannot be decreased below the PAN.
by 18 January 2022	First exchange of information, including to whom allocations can be made, to other coordinating Local Authorities for applicants resident outside the City of York area

by 18 January 2022	First exchange of information, including to whom allocations can be made, from other coordinating Local Authorities for applicants resident in the City of York area
by 15 February 2022	Final exchange of information, including to whom allocations can be made, to other coordinating Local Authorities for applicants resident outside the City of York area
by 15 February 2022	Final exchange of information, including to whom allocations can be made, from other coordinating Local Authorities for applicants resident in the City of York area
by 26 February 2022	Provide all City of York secondary schools with a provisional list of the pupils to be allocated a place at their schools
01 March 2022	Allocations communicated to City of York resident applicants by email and/or by letter
12 March 2022 – 31 August 2022	Communicate adjustments to allocations to schools and other admission authorities
31 March 2022	Deadline for return of appeal papers for 'on-time' applicants
5 May 2022 – 12 June 2022	Admission appeals for 'on-time' applicants
September 2022	Start of the school year
31 December 2022	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)
Fulford School (Academy, 11-18)
Huntington School (Community, 11-18)
Joseph Rowntree School (Voluntary Controlled, 11-18)
Manor CE Academy (Academy, 11-16)
Millthorpe School (Academy, 11-16)
Vale of York Academy (Academy, 11-16)
York High School (Academy, 11-16)

[View school contact details](#)

Schools in the City of York Local Authority area

In Year Coordinated Admissions Scheme

Last Updated: August 2020



A Introduction

1. This coordinated scheme provides a framework for a fair and open way of determining in year applications for a school place.
2. This scheme complies with the requirements of the School Admissions Code 2014 and all current legislation regarding school admissions.
3. This scheme will remain in operation as long as in-year admissions are coordinated by the Local Authority (LA). This scheme may be reviewed in the future to ensure it complies with current legislation and practice.
4. This scheme applies to all state-funded schools in the City of York area who receive applications 'in-year'. It aims to ensure that within the operation of an **equal preference system**:
 - a) each applicant only receives one offer of a school place; and
 - b) each applicant is allocated the highest ranked preference school that is available.
5. Applications will always be made and normally be considered only for admission into the year group relevant to the child's age. Only in very exceptional circumstances would a request for admission into other year groups be considered on an individual basis at the time of application. Factors that may be considered in varying this approach include:
 - (i) where a child has previously been educated outside of their chronological year group within the UK;
 - (ii) where a child has previously had an agreed '**deferral**' for entry into Reception from the LA or another UK Local Authority;
 - (iii) where the child is from outside the UK and where an applicant can provide detailed and substantial evidence of the child's need to be educated in a year group other than their own. This will not include the variation of school starting ages in other countries.Where none of the above apply, or where no variation is made by the LA, an applicant may, after being allocated a place, discuss their child's

needs with the head teacher of the allocated school. The head teacher of the allocated school will make a decision, with regard to the LA's latest **Out of Cohort** guidance regarding the best educational provision in consultation with parents and other relevant professionals.

6. This scheme applies only to 'in-year' applications for a place from Reception to Year 11. Applications for Year 12 or 13 should be made directly to those schools and colleges, though the right of appeal exists if an applicant is refused admission to a school in Year 12 or 13.

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. It does not apply to applications for a place within an 'admissions round', that is an application for the normal year of entry. More information on applications within an admissions round can be found in the relevant City of York Coordinated Admissions Scheme.

7. In year admissions are normally for school places that are required for **a minimum period of one term**, and where the child currently holds no other school place in any other jurisdiction, except in the case of dual registration. There is no duty to provide a school place for short term or temporary admission requests, even where these are longer than one term in length. Schools may choose to admit children on a short term basis where there is an available place that is not required for an in year admission and where agreement exists between the parent/carer and the school regarding what provision may be allocated.
8. The LA coordinates in year school admission applications for **all state funded schools** in the City of York LA area.

Decisions on applications for community and voluntary controlled schools must be made by the admission authority for the school which is the City of York Council. More information on how in year applications will be considered for these schools can be found in the City of York In Year Admissions Policy.

In line with the School Admissions Code, own admission authority schools – academy and voluntary aided schools – may choose to admit pupils separately, but they **must**, on receipt of an in-year application, notify the local authority of both the application and its outcome, to allow the local authority to keep up to date figures on the availability of places in the area. The admission authority **must** also inform parents of their right to appeal against the refusal of a place.

9. Information regarding applying for places at 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. The standard way of making applications will be online at www.york.gov.uk/schooladmissions where an online form ('the form') can be completed to apply for a school place. It is expected that most applications will be made online, but where applicants cannot apply online, they may request support from the LA, schools, or a paper application form known as the 'School admissions application for an in year change of school' ('the form').
2. The form will be used for the purpose of gathering and processing applications for a change of school – in circumstances including being newly resident in the City of York Local Authority (LA) area, having moved across the LA area, or simply requesting a change of school.
3. The form must be used as a means of expressing one or more preferences by applicants who are parent/carers resident in the 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 should apply to the Local Authority in which they are resident, even if the school(s) they wish to apply for are in a different Local Authority area.

Applicants resident in other Local Authority areas should first apply to the Local Authority in which they are resident if they coordinate in year applications for school places.

5. Applications will only be accepted if submitted by persons with **parental responsibility** for the child listed in an application. If the Local Authority or any admission authority receives two applications for the same child and the applications differ, or if there is disagreement between persons who share parental responsibility, applications may be put on hold and/or not processed until agreement is reached or one person proves a legal right to proceed with the application.
6. 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.
7. 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 for Parents](#), 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; and

- c) if applying with more than one child of school age who would require a place at the same school, consider several schools before expressing their preferences as parent/carers most preferred or most local school may not have places available for all children in all requested year groups
8. 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 admission authority to apply their oversubscription criteria to the applicant. The SIF, if required, must be returned directly to the school.
 9. If the LA receives both an online and manual application, and they differ, the LA will query this with the applicant.
 10. Following submission of an application, the LA may seek clarification of the details in an application or further information relating to the application, including proof of address or residence.

Whilst waiting for requested information an application will be placed on hold. If information is not supplied in order for an application to be processed further, an application may ultimately be withdrawn by the LA.

C Timescales

1. Applicants are advised to apply in plenty of time and always more than **20 school days** before a place is required.
2. Upon receiving an application, and where the child does not have a school place in the LA area, all admission authorities will endeavour to allocate a school place within a period of **10 school days** in order to minimise periods where children are without a school place.
3. Decisions on applications will not be made more than 20 school days before the intended start date, unless the application is due to crown service posting in which case a place may be allocated upon receipt of the relevant posting order. Other exceptional circumstances may mean that decisions are made more than 20 school days before the intended start date.
4. Where a change of school is required due to relocation, an allocated place may be taken up once the receiving school has been able to make suitable arrangements. However, where a change of school has been requested for other reasons and the child's current school is within a reasonable travelling distance, it is expected that the start date will be at the start of a new half term or other suitable day to be agreed with the receiving school.

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 admission authority operating within the scheme will have their own admissions policy or oversubscription criteria for their school(s). All preferences expressed for a school will be determined in line with these policies and criteria.

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 and communication with other admission authorities in their respective areas.
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 information from schools within the City of York area for the purposes of determining where a place can be allocated.
7. The LA will provide information on all preferences, including to whom allocations 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 allocations 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 whether an applicant may be allocated a place at a school named as a preference on an application is the responsibility for the **admission authority** for that school.
2. The LA will only make a decision with respect to the allocation 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 admission authority will provide the LA with information as to whether a place is available, or if more than one application has been received, information as to whom is most entitled to the available place according to their own admissions policies or oversubscription criteria.
 4. The LA will, for those schools for which the LA is also the admission authority, make a decision on each preference according to the City of York In Year Admissions Policy.
 5. Where an applicant has applied for more than one child at the same preferred school(s), but a place is only available for one child, the LA will seek further instruction from the applicant regarding whether the applicant would prefer both siblings to be allocated places at the same school (this may be a lower or alternative preference), or be allocated places at two different schools.
 6. If a place cannot be allocated at a school named as a preference, and the pupil could be considered eligible to be considered under **the Fair Access Protocol**, the application may be referred to a **Behaviour and Attendance Partnership** who will consider the application.

F Allocations

1. When the LA has received information for all schools that are named as a preference by the applicant, and where the child is eligible for a place at only one of the nominated schools, that school will be allocated to the child.

Where the child is eligible for a place at two or more of the nominated schools, they will be allocated a place at whichever of these schools is the highest ranked preference.

2. Each applicant will receive no more than one allocation of a school place. A place will be allocated at the highest ranking school named as a preference for which they are eligible for a place.
3. The LA, as the coordinating Local Authority for all applicants resident in the City of York area, will allocate school places on behalf of all admission authorities operating within the coordinated scheme.
4. The LA will provide schools with all relevant information held to the allocated school as soon as practically possible after a place has been allocated. Schools should not contact parent/carers until allocations have been made by the LA.

If following an allocation, the child does not start an attendance at the allocated school, the allocated school must inform the LA Attendance Advisor so the child can be identified, if applicable, as a **Child Missing in Education**.

5. Applicants should make contact with the allocated school within 10 school days of the date of the allocation letter. If they do not then the allocation of a place will be withdrawn and the place will subsequently be made available to other applicants.
6. If a place cannot be allocated at a school named as a preference, a place may be allocated at an alternative school where places are available. This may be a school some distance from the home address of the applicant.
7. No allocation may be made if the current school of the child is within a reasonable distance, **or** if the applicant has indicated further preferences may be supplied should a preference be refused, **or** if the applicant has indicated that they would like to keep a place at their child's current school should their preference(s) be refused.
8. No places will be held in reserve for any school.

G Waiting Lists

1. Admission authorities may choose to hold waiting lists for all unsuccessful preferences. They may choose to do so themselves or ask the LA to do so on their behalf. As standard waiting lists should be kept until the end of the current school year, at which time the waiting list may be reset.

Should applicants wish to remain on a waiting list for a future school year, they should submit a new application **at least 20 school days** before the end of the current school year, and preferably by no later than 01 June.

2. Each waiting list will contain all the unsuccessful preferences, and ranked in accordance with the relevant oversubscription criteria for that school according to the applicant's **current circumstances** where these circumstances have been provided to the admission authority or LA where the list is held by the LA.
3. Each additional applicant, or change in circumstances of an applicant, will require a waiting list to be reordered in accordance with the relevant oversubscription criteria for that school.
4. The admission authority for each school shall, should a place become available whilst the waiting list is in operation, **make the LA aware of the available place so that the LA can offer the place** to the applicant on the top of the waiting list on the day the place became available. Applicants should be given a reasonable period of time to make a decision as to whether they wish to accept the place.
5. The LA shall, as the coordinating Local Authority, oversee these waiting lists in partnership with admission authorities and other Local Authorities. The LA requires other admission authorities to inform the LA when places may become available, so that a coordinated allocation may be made by the LA on behalf of all schools within this coordinated scheme, and to ensure that each child is only allocated one school place.

H Appeals

1. Where an applicant has been refused a place at a school of their preference, the applicant will be allocated the statutory right of appeal against the decision of the admission authority for the preference school.
2. The refusal letter will contain the reason why the preference was refused by the admission authority for the preference school and what steps the applicant needs to take in order to appeal against this decision.
3. Where there is more than one applicant appealing for a school these will be 'grouped appeals' for the first stage wherever possible.
4. Where the appeal is for a school in another Local Authority area, and/or where appeal arrangements may differ from the above, the applicant will be advised to contact that Local Authority or body to further discuss the appeals process.

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 Schools

Acomb Primary (Academy, 5-11)
All Saints' RC School (Voluntary Aided, 11-18)
Archbishop Holgate's CE School (Academy, 11-18)
Archbishop of York's CE Junior (Voluntary Controlled, 7-11)
Badger Hill Primary (Academy, 5-11)
Bishopthorpe Infant (Community, 5-7)

Burton Green Primary (Academy, 5-11)
Carr Infant (Community, 5-7)
Carr Junior (Community, 7-11)
Clifton Green Primary (Community, 5-11)
Clifton with Rawcliffe Primary (Academy, 5-11)
Copmanthorpe Primary (Community, 5-11)
Dringhouses Primary (Community, 5-11)
Dunnington CE Primary (Academy, 5-11)
Elvington CE Primary (Voluntary Controlled, 5-11)
Fishergate Primary (Community, 5-11)
Fulford School (Academy, 11-18)
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 (Academy, 5-11)
Huntington Primary (Academy, 5-11)
Huntington School (Community, 11-18)
Joseph Rowntree School (Voluntary Controlled, 11-18)
Knavesmire Primary (Academy, 5-11)
Lakeside Primary (Academy, 5-11)
Lord Deramore's CE Primary (Voluntary Controlled, 5-11)
Manor CE Academy (Academy, 11-16)
Millthorpe School (Academy, 11-16)
Naburn CE Primary (Voluntary Controlled, 5-11)
New Earswick Primary (Academy, 5-11)
Osballdwick Primary (Academy, 5-11)
Our Lady Queen of Martyrs RC Primary (Voluntary Aided, 5-11)
Park Grove Primary (Academy, 5-11)
Poppleton Ousebank (Academy, 5-11)
Poppleton Road Primary (Community, 5-11)
Ralph Butterfield Primary (Community, 5-11)
Robert Wilkinson Primary (Academy, 5-11)
Rufforth Primary (Community, 5-11)
Scarcroft Primary (Academy, 5-11)
Skelton Primary (Community, 5-11)
St Aelred's RC Primary (Voluntary Aided, 5-11)

St Barnabas' CE Primary (Voluntary Controlled, 5-11)
St George's RC Primary (Voluntary Aided, 5-11)
St Lawrence's CE Primary (Academy, 5-11)
St Mary's CE Primary (Voluntary Controlled, 5-11)
St Oswald's CE Primary (Voluntary Controlled, 5-11)
St Paul's CE Primary (Voluntary Controlled, 5-11)
St Wilfrid's RC Primary (Voluntary Aided, 5-11)
Stockton on the Forest Primary (Community, 5-11)
Tang Hall Primary (Academy, 5-11)
Vale of York Academy (Academy, 11-16)
Westfield Primary Community (Community, 5-11)
Wheldrake with Thorganby CE Primary (Academy, 5-11)
Wigginton Primary (Community, 5-11)
Woodthorpe Primary (Academy, 5-11)
Yearsley Grove Primary (Community, 5-11)
York High School (Academy, 11-16)

[View school contact details](#)

Community and Voluntary Controlled Primary and Infant Schools

Admissions Policy – Reception entry

2022–2023

Introduction

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

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

A Admissions into Reception

- 1 Children will normally be admitted into the year group relevant to the child's age and will start full-time in the school year they turn five. All children will be offered the opportunity of a full time place from September in the year of entry.
- 2 This policy includes an option of 'delayed entry'. This means that parent/carers may secure a place at a school under the normal admission arrangements but choose to postpone their child's admission to school, as long as their admission is not delayed beyond

the point at which they reach compulsory school age. A child normally reaches compulsory school age at the start of the term following their fifth birthday. The table below sets out the position:

Date of birth	Date of compulsory school age	Latest date child may start school full-time
1 September 2017 - 31 December 2017	31 December 2022	The start of the 'Spring' term in January 2023
1 January 2018 - 31 March 2018	31 March 2023	The start of the 'Summer' term in April 2023
1 April 2018 - 31 August 2018	31 August 2023	[The start of the 'Autumn' term in September 2023

If you would like to delay your child's entry, so they do not start full-time in September 2022, you must still apply at the normal time. Once allocated a school place, you should then advise the school in writing of your child's intended start date and keep in regular contact with the school regarding any changes to this intended date. Start dates are recommended to be at the start of each half term, but these can be varied by agreement with the school.

The school will hold a place for that child and not offer it to another child during the remainder of the Reception year. You should contact the school to make arrangements for admission of your child by no later than 20 school days before the intended start date. If you do not contact the school in the 20 school days before an intended and/or previously communicated start date, the school will make all reasonable efforts to contact you by telephone and in writing at any known physical address or email address. In the event that all attempts to contact you are unsuccessful, the school place may be withdrawn.

- 3 Parent/carers will also be able to request a part-time place until the start of the term after the child turns five. It is a legal requirement that all children must enter formal full-time education at the start of the term after their fifth birthday, but if you would like to discuss part-time education for your child so they do not start full-time in September 2021, you must still apply at the normal time. Once allocated a school place, you should then ask the school in writing what part-time provision may be offered, advise them of your child's intended full-

time start date and keep in regular contact with the school regarding any changes to this intended date.

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

If you would like to defer your child's entry, so they do not start in Reception in September 2022, but instead start Reception in September 2023, you must still apply at the normal time and parallel to your application, put a formal request in writing to defer your child's admission to a lower year group.

For the purposes of coming to a decision on such deferrals for those children living in the City of York, the LA has developed a city-wide policy and invited all other admission authorities to take part in joint arrangements. More information on delayed and deferred entry can be found in the [City of York Delayed and Deferred Admissions Policy](#).

Places are not held open for children who defer entry, so parent/carers must, if their request is approved, reapply **by 15 January the following year** for a place in Reception alongside children who are one school year younger. Parent/carers may make an identical application for the same schools, or request different schools from their initial application.

Parents/carers should be aware that as the numbers of applications and preferences, and even the number of available places, may differ from year to year, that a deferral does not mean a place at the same school can be allocated one year later. It will not be known which school is allocated for an agreed deferral until 19 April in the school year the child turns 5 and the results of the application one year later **may result in a different school being allocated**.

- 5 If you would like to investigate accelerating your child's entry, so they do not start in the year group relevant to the child's age (the school year they turn five), but instead start at an earlier time, you should contact the LA at an early stage to discuss your intentions and what the best approach might be.

If you would like to accelerate your child's entry, you should then put a formal request in writing, together with any supporting information, by no later than 29 November 2021. The LA will then consider your request, if necessary in conjunction with other schools, early years providers and professionals.

If the request is approved, wherever possible you should submit an application as part of the normal admissions round, for the year group it has been agreed is the most appropriate for the child. Parents/carers should make it clear in their application that an application out of the usual year group has been agreed. The application will then be considered in accordance with this admissions policy. The LA will not give the application lower priority on the basis that the child is being admitted out of their normal age group. If the request is rejected, you should apply in the usual way for your child to join their correct age group. Should parents/carers disagree with a decision to refuse their request, they should put their complaint in writing and follow the LA's complaints policy.

- 6 Applications should be made by the closing date for applications which is 15 January 2022. Applications can be made online at www.york.gov.uk/schooladmissions. It is expected that most applications will be made online, but where applicants cannot apply online, they may request support from the LA, schools, or a paper application form known as the 'School admissions application for Primary School in September 2022.
- 7 When making an application, parent/carers are advised to supply any additional information that may be required to the admission authority in writing, preferably 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](#).

- 8 Any school's resources, such as teachers and classrooms, have to be used carefully to ensure the best possible standards for education and a safe environment. If no limit were set on the number of children that can go to a school each year these standards could not be maintained. Infant Class Size legislation may also limit the number of pupils that can be admitted in reception, Year 1 and Year 2. For these reasons each school has a Published Admission Number – that is the number of places available that will be offered in the year of entry.
- 9 Applicants may be successful in obtaining a place at a school that does not serve the local 'catchment' area in which they live. If allocated a place at such a school, applicants will be responsible for travel arrangements and the costs of travel to and from school.
- 10 Applicants are advised to consider their 'catchment' school when making an application. If the place your child is allocated is at a school which you are not in the catchment area for, or if you move out of the catchment area you now reside in, then you may have less chance of being successful when applying for any younger siblings. Catchment areas are designated by the LA and are made available to applicants in the [Guide for Parents](#), 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; all children who have been adopted from local authority care (subject to an adoption, residence or special guardianship order); and all children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society;

It is the responsibility of parent/carers, or the child's social worker to provide the information to the admission authority that this criterion applies.

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

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

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

- 3 **Children who live within the catchment area normally served by the preferred school.** Catchment areas are designated by the LA and

are made available to parent/carers in the [Guide for Parents](#), online at www.york.gov.uk, and upon request from the School Services team;

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

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

It is the responsibility of parent/carers to provide the additional information where they believe this criterion applies. To be given priority on this basis, the admission authority would have to be satisfied that the child's needs were such that the preferred school would be the most suitable school for the child.

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

- 5 **Children with a sibling at the preferred school at the time of admission.** Siblings are defined as brothers or sisters living in the

same house, as their primary place of residence (including half-, step and foster-brothers or sisters);

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

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

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

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

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

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

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

C Appeals

- 1 Applicants refused a place at the school have a statutory right of appeal. If a preference for a place at the school is refused, the applicant will be informed of the reasons and of their right of appeal. This right does not apply if they are allocated a place but it is not in their preferred year group.
- 2 Appeals are heard by an independent appeals panel and their decisions are legally binding in line with the School Admission Appeals Code. We will publish our appeals timetable at www.york.gov.uk/schooladmissions by 28 February 2022. Applicants who wish to appeal should contact the School Services team to request the correct appeal form. Appeal forms should be returned within 20 school days of the date the place was refused.
- 3 Applicants will only be able to appeal once in any one school year unless, in exceptional circumstances, the admission authority has accepted a second application because of a significant and material change in the circumstances of the parent/carers, child or school.

D False Information

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

E Late Applications

- 1 Applications received after the closing date of 15 January 2022 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 admission 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 policy.

F Waiting List

- 1 If a school is oversubscribed, a waiting list will be held from when offers have been made until 31 December 2022. After 31 December 2022, if there is still a waiting list, an 'in-year' waiting list is then held until the end of that school year. Beyond the first school year, refused preferences do not 'roll over' into future school years. Should applicants wish to remain on a waiting list for a future school year, they should submit a new application by 1 June in the relevant year.

- 2 A child's position on the list will be determined by the oversubscription criteria set out in Section B of this policy and will reflect their current circumstances where these circumstances have been provided to the admission authority. The list will also contain all other on-time and late preferences that have been refused or are requested. Should a place become available while the waiting list is in operation, a place will be made available to the applicant on the top of the waiting list on the day the place became available.
- 3 Applications may only be made once for each school year unless there has been a significant and material change in the circumstances of the parent/carer, child or school, which the admission authority agrees requires a new application.
- 4 Being on a waiting list does not affect a parent's/carer's right of appeal against an unsuccessful preference.

DRAFT

G Timetable

by 12 September 2021	Opening date for applications. 'School admissions application for Primary School in September 2022' form made available and online applications start to be accepted at www.york.gov.uk/schooladmissions
15 January 2021	Closing date for 'on-time' applications (both online and by paper 'School admissions application for Primary School in September 2022' form)
from 16 January 2022	Applications received may be treated as 'late'
19 April 2022	National Offer Day
21 May 2022	Deadline for return of appeal papers for 'on-time' applicants
1 June 2022 – 16 July 2022	Admission appeals for 'on-time' applicants
September 2022	Start of the school year
31 December 2022	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

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

[View school contact details](#)

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Community and Voluntary Controlled Secondary Schools

Admissions Policy – Year 7 entry

2022 – 2023

Introduction

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

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

A Admissions into Year 7

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

If you would like to accelerate your child's entry, you should then put a formal request in writing, together with any supporting information, an

details of whether your child has previously been educated out of their chronological age group, by no later than 29 November 2021. The LA will then consider your request, if necessary in conjunction with other schools and professionals.

If the request is approved, wherever possible you should submit an application as part of the normal admissions round, for the year group it has been agreed is the most appropriate for the child. Parents/carers should make it clear in their application that an application out of the usual year group has been agreed. The application will then be considered in accordance with this admissions policy. The LA will not give the application lower priority on the basis that the child is being admitted out of their normal age group. If the request is rejected, you should apply in the usual way for your child to join their correct age group. Should parents/carers disagree with a decision to refuse their request, they should put their complaint in writing and follow the LA's complaints policy.

- 3 Applications should be made by the closing date for applications which is 31 October 2021. Applications can be made online at www.york.gov.uk/schooladmissions. It is expected that most applications will be made online, but where applicants cannot apply online, they may request support from the LA, schools, or a paper application form known as the 'School admission application for Secondary School in September 2022'.
- 4 When making an application, parent/carers are advised to supply any additional information that may be required to the admission authority in writing, preferably 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](#).

- 5 Any school's resources, such as teachers and classrooms, have to be used carefully to ensure the best possible standards for education and a safe environment. If no limit were set on the number of pupils that can go to a school each year these standards could not be maintained. For this reason each school has a Published Admission Number – that is the number of places available that will be offered in the year of entry.
- 6 Applicants may be successful in obtaining a place at a school that does not serve the local 'catchment' area in which they live. If allocated a place at such a school, applicants will be responsible for travel arrangements and the costs of travel to and from school.
- 7 Applicants are advised to consider their 'catchment' school when making an application. If the place your child is allocated is at a school which you are not in the catchment area for, or if you move out of the catchment area you now reside in, then you may have less chance of being successful when applying for any younger siblings. Catchment areas are designated by the Local Authority and are made available to applicants in the [Guide for Parents](#), 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; all pupils who have been adopted from local authority care (subject to an adoption, residence or special guardianship order); and all pupils who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. A pupil is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society;

It is the responsibility of parent/carers, or the pupil's social worker to provide the information to the admission authority that this criterion applies.

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

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

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

- 3 **Pupils who live within the catchment area normally served by the preferred school.** Catchment areas are designated by the Local Authority and are made available to parent/carers in the [Guide for](#)

[Parents](#), online at www.york.gov.uk, and upon request from the School Services team;

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

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

It is the responsibility of parent/carers to provide the additional information where they believe this criterion applies. To be given priority on this basis, the admission authority would have to be satisfied that the pupil's needs were such that the preferred school would be the most suitable school for the pupil.

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

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

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

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

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

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

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

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

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

C Appeals

- 1 Applicants refused a place at the school have a statutory right of appeal. If a preference for a place at the school is refused, the applicant will be informed of the reasons and of their right of appeal. This right does not apply if they are allocated a place but it is not in their preferred year group.
- 2 Appeals are heard by an independent appeals panel and their decisions are legally binding in line with the School Admission Appeals Code. We will publish our appeals timetable at www.york.gov.uk/schooladmissions by 28 February 2022. Applicants who wish to appeal should contact the School Services team to request the correct appeal form. Appeal forms should be returned within 20 school days of the date the place was refused.
- 3 Applicants will only be able to appeal once in any one school year unless, in exceptional circumstances, the admission authority has accepted a second application because of a significant and material change in the circumstances of the parent/carer, pupil or school.

D False Information

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

E Late Applications

- 1 Applications received after the closing date of 31 October 2021 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 admission 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 policy.

F Waiting List

- 1 If a school is oversubscribed, a waiting list will be held from when offers have been made until 31 December 2022. After 31 December 2022, if there is still a waiting list, an 'in-year' waiting list is then held until the end of that school year. Beyond the first school year, refused preferences do not 'roll over' into future school years. Should applicants wish to remain on a waiting list for a future school year, they should submit a new application by 1 June in the relevant year.
- 2 A pupil's position on the list will be determined by the oversubscription criteria set out in Section B of this policy and will reflect their current circumstances where these circumstances have been provided to the admission authority. The list will also contain all other on-time and late preferences that have been refused or are requested. Should a place become available while the waiting list is in operation, a place will be made available to the applicant on the top of the waiting list on the day the place became available.
- 3 Applications may only be made once for each school year unless there has been a significant and material change in the circumstances of the parent/carer, pupil or school, which the admission authority agrees requires a new application.
- 4 Being on a waiting list does not affect a parent's/carer's right of appeal against an unsuccessful preference.

G Timetable

by 12 September 2021	Opening date for applications. 'School admission application for Secondary School in September 2022' form made available and online applications start to be accepted at www.york.gov.uk/schooladmissions
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September 2021 – October 2021	Secondary school open evenings
31 October 2021	Closing date for 'on-time' applications (both online and by paper 'School admission application for Secondary School in September 2022' form)
from 01 November 2021	Applications received may be treated as 'late'
01 March 2022	National Offer Day
31 March 2022	Deadline for return of appeal papers for 'on-time' applicants
5 May 2022 - 12 June 2022	Admission appeals for 'on-time' applicants
September 2022	Start of the school year
31 December 2022	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

Huntington School (Community, 11-18)
 Joseph Rowntree School (Voluntary Controlled, 11-18)

[View school contact details](#)

Community and Voluntary Controlled Schools

In Year Admissions Policy
Last Updated: August 2018

DRAFT

Introduction

- 1 This policy applies to those schools where the Local Authority (LA), City of York Council is the admission authority – that is all community and voluntary controlled primary, infant, junior and secondary schools within the City of York area.
- 2 This policy applies only to 'in-year' applications for a place from Reception to Year 11. 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. It does not apply to applications for a place within an 'admissions round', that is an application for the normal year of entry. More information on applications within an admissions round can be found in the relevant City of York Admissions Policy.
- 3 The mechanisms and content of this policy may also be adopted by other admission authorities wishing to reflect the aims of this policy in their own admission arrangements. The LA will offer assistance where requested to other admission authorities with schools in the City of York LA area who wish to adopt similar arrangements for the benefit of residents of the LA area.
- 4 This policy complies with and operates within the City of York In Year Coordinated Admissions Scheme for schools in the City of York Local Authority area.
- 5 The LA policy for allocating primary and infant school places is designed to be as fair as possible while ensuring that resources are used sensibly. The LA works closely with the head teachers and governing bodies of all schools in school place planning and organisation regarding the numbers of places that can be allocated.
- 6 Under these admission arrangements the allocation of places is based on where the child/parent lives and the preferences of parent/carers.

- 7 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. It is recommended that all applicants consider the information in the [Guide for Parents](#) before making an application.
- 8 The admission of children with an Education, Health and Care plan 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 In Year Admissions

- 1 Applications will always be made and normally be considered only for admission into the year group relevant to the child's age. Only in very exceptional circumstances would a request for admission into other year groups be considered on an individual basis at the time of application. Factors that may be considered in varying this approach include:
 - (i) where a child has previously been educated outside of their chronological year group within the UK;
 - (ii) where a child has previously had an agreed '**deferral**' for entry into Reception from the LA or another UK Local Authority;
 - (iii) where the child is from outside the UK and where an applicant can provide detailed and substantial evidence of the child's need to be educated in a year group other than their own. This will not include the variation of school starting ages in other countries.

Where none of the above apply, or where no variation is made by the LA, an applicant may, after being allocated a place, discuss their child's needs with the head teacher of the allocated school. The head teacher of the allocated school will make a decision, with regard to the LA's latest **Out of Cohort** guidance regarding the best educational provision in consultation with parents and other relevant professionals.

- 2 Separate guidance applies to requests for the deferred entry of summer born children into the reception year in a primary or infant school. Further guidance can be found in the [City of York Admissions Policy on Delayed and Deferred Admission to Primary School](#).
- 3 Parent/carers may apply for a change of school for their child at any time. Where a change of school is required due to relocation, a place may be allocated and taken up once the receiving school has been able to make suitable arrangements. However, where a change of school has been requested for other reasons and the child's current school is within a reasonable travelling distance, it is expected that the start date will be at the start of a new half term or other suitable day.
- 4 Applications can be made by York residents at any time online at www.york.gov.uk/schooladmissions or by completing a paper 'School admissions application for an in year change of school' form, which can be obtained from the School Services team.
- 5 When making an application, parent/carers are advised to supply any additional information that may be required to the admission 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](#).
- 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 for Parents](#), online at www.york.gov.uk and upon request from the School Services team.
- 7 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.

- 8 The availability of school places in the relevant class or year group at the applicant's preferred school(s) will be the primary factor in determining whether or not preferences are successful.
- 9 Although each school does have a **published admission number** – that is the number of places the school expects to offer – this number only applies for preferences submitted in the year of entry. The year of entry is Reception for primary and infant schools, Year 3 for junior schools and Year 7 for secondary schools. Although a published admission number may help set class organisation in later years, decisions will be made primarily on class organisation.
- 10 Where it is determined by the admission authority that there is not an available place, this will be because it is the view of the admission authority that the admission of any additional pupil would **prejudice the provision of efficient education or the efficient use of resources**.
- 11 Where there is an available space and there are no other applications for this place, the place will be offered to the applicant.
- 12 Where there is an available space and there are more applications for a place than places available, priority is given to certain categories of children according to the oversubscription criteria which are listed in [Section B](#) of this policy.
- 13 A place may be refused even if the numbers on roll in the relevant year group are lower than the published admission number. Places may also be refused if the numbers on roll in the whole school mean the admission of an addition child would be detrimental to the provision of efficient education or the efficient use of resources.

- 14 If there are no available places in a preferred class or year group, places may not be offered, particularly if another school could reasonably be offered. Applicants may therefore wish to contact schools in advance to see if places are available or seek the advice of the School Services team by email education@york.gov.uk, online at www.york.gov.uk/schooladmissions or by calling 01904 551 554.
- 15 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.

B Oversubscription criteria

Some schools will be oversubscribed – that is where there are no available places in the preferred class or year group. Preferences for oversubscribed classes or year groups will normally be refused.

Where there is an available space and more applications for a place than places available, 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; all children who have been adopted from local authority care (subject to an adoption, residence or special guardianship order); and all children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society;

It is the responsibility of parent/carers, or the child's social worker to provide the information to the admission authority that this criterion applies.

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

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

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

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

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

- 4 Children considered by the admission authority to have exceptional social or medical needs which makes the preferred school the most suitable school for the child.** The admission authority may consult with

other medical or educational professionals for a further opinion as to whether the child should be allocated a place at the preferred school due to a particular medical condition or social need;

It is the responsibility of parent/carers to provide the additional information where they believe this criterion applies. To be given priority on this basis, the admission authority would have to be satisfied that the child's needs were such that the preferred school would be the most suitable school for the child.

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

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

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

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

Distances are measured using a system of walking routes rather than straight line distances to better reflect the length of the journey from home to school. Within a contiguous urban area these routes are those

that are properly paved and lit alongside roads and other walkways and do not include the York outer ring road. Outside a contiguous urban area, for example for applications from outside the City of York area, these distances continue to be measured along the road network.

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

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

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

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

C Appeals

- 1 Applicants refused a place at 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. Appeals are planned to be held within 30 school days of an appeal being lodged.
- 2 Applicants will only be able to appeal once for a place at a given school in any one school year, unless there is a major change in circumstances of the applicant or 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 Fair Access

If a place cannot be offered at a school named as a preference, and the pupil could be considered eligible to be considered under the Fair Access Protocol, the application may be referred to a Behaviour and Attendance Partnership who will consider the application.

F Waiting List

- 1 A waiting list will be compiled for each oversubscribed school for all unsuccessful preferences and kept **until the end of the current school year**, at which time the waiting list will be reset.

Should applicants wish to remain on a waiting list for a future school year, they should submit a new application at least 20 school days before the end of the current school year, and preferably by 01 June.

- 2 Each waiting list will contain all the unsuccessful preferences, and ranked in accordance with the relevant oversubscription criteria for that school according to the applicant's **current circumstances** where these circumstances have been provided to the admission authority.
- 3 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.
- 4 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. Applicants will be given a reasonable period of time to make a decision as to whether they wish to accept the place.

G Contact details for correspondence

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

H City of York Community and Voluntary Controlled Schools

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

Bishopthorpe Infant (Community, 5-7)

Carr Infant (Community, 5-7)

Clifton Green Primary (Community, 5-11)

Copmanthorpe Primary (Community, 5-11)

Dringhouses Primary (Community, 5-11)

Elvington CE Primary (Voluntary Controlled, 5-11)

Fishergate Primary (Community, 5-11)

Headlands Primary (Community, 5-11)

Huntington School (Community, 11-18)

Joseph Rowntree School (Voluntary Controlled, 11-18)

Lord Deramore's CE Primary (Voluntary Controlled, 5-11)

Naburn CE Primary (Voluntary Controlled, 5-11)

Poppleton Road Primary (Community, 5-11)

Ralph Butterfield Primary (Community, 5-11)

St Barnabas' CE Primary (Voluntary Controlled, 5-11)

St Mary's CE Primary (Voluntary Controlled, 5-11)

St Oswald's CE Primary (Voluntary Controlled, 5-11)

St Paul's CE Primary (Voluntary Controlled, 5-11)

Stockton on the Forest Primary (Community, 5-11)

Westfield Primary Community (Community, 5-11)

Wigginton Primary (Community, 5-11)

Yearsley Grove Primary (Community, 5-11)

[View school contact details](#)



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ALL SAINTS RC SCHOOL

Diocese of Middlesbrough

All Saints RC School

Admissions Policy - September 2022



‘Jesus said, Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these’. (Matthew 19.14)

1. Principles of the Policy

All Saints RC School was founded by the Catholic Church to provide education for baptised Catholic children. The school is run by its governing body as part of the Catholic Church in accordance with its Trust Deed and Instrument of Government and seeks at all times to be a witness to Jesus Christ.

2. Aims

This policy establishes the principles by which students will be admitted into the school in the event that there are more applicants than places. Children who have already been admitted to the school do not need to reapply at any time and will normally be able to progress automatically to the following year. All students are required to apply for a place in the Sixth Form.

3. Definitions

Looked after Child in Public Care

A **looked after child** is a pupil who is in the care of a LA or provided with accommodation by that authority (For more in depth definitions see sections 8, 14A and 22(1) of the Children Act 1989 and section 46 of the Adoption and Children Act 2002).

Catholic

Children who have been baptised as Catholics or have been formally received into the Catholic Church. All applicants seeking admission under any of the Oversubscription Criteria 1 to 4 will be asked to provide evidence that the child has been baptised as a Catholic or has been formally received into the Catholic Church. A baptismal certificate or a letter from their priest confirming their baptism or reception into the Catholic Church will suffice.

Catechumen

A Catechumen is a member of the catechumenate of the Catholic Church; they are under instruction to become a member of the Catholic Church. A certificate of reception into the order of catechumens will normally evidence this.

Brother and Sister (Sibling)

Brother or sister includes half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit, at the same address as that sibling and is in attendance at the same school on the date of admission.

Eligible Parents

Eligible parents are defined as staff employed at All Saints for two or more years or potential staff who will meet a skills shortage.

Churches Together in England

See: http://www.cte.org.uk/Groups/234772/Home/Contacts/Member_Churches_list/Member_Churches_list.aspx

Applicants seeking admission under criterion 8 will be required to produce a baptismal certificate or a letter confirming their baptism.

Distances

Distance will be measured by the shortest walking route from the front door of the child's home address to the main entrance of the school, using the Local Authority's Geographic Information System (GIS), computerised measuring system, with those living closer to the school receiving the higher priority.

4. Implementation

Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the oversubscription criteria listed below.

The Governing Body is the Admissions Authority and is responsible for determining the school's admissions policy. The Published Admission Number for September 2022 is 178.

The named feeder schools are: All Saints RC Primary School – Thirsk; Barkston Ash Catholic Primary School – Barkston Ash; Our Lady Queen of Martyrs RC Primary School – York, Sacred Heart RC Primary School – Northallerton; St Aelred's RC Primary School – York; St Benedict's RC Primary School – Ampleforth; St George's RC Primary School – York; St John of Beverley RC School – Beverley; St Joseph's Catholic Primary School – Tadcaster; St Mary's RC Primary School – Malton; St Mary's RC Primary School – Market Weighton; St Mary & St Joseph's RC Primary School – Pocklington; St Wilfrid's RC Primary School – York

The Admissions Policy Criteria will be applied on an Equal Preference basis.

How and when to apply

Applications must be made to the Local Authority in which you live or on a 'School admissions application for Secondary School in September 2022' form. For City of York Council residents the following link may be used <http://www.york.gov.uk/parentportal>.

All Saints is a Voluntary Aided Catholic school, consequently parents should also complete the Supplementary Information Form (SIF) as this is used to determine whether you are applying under a specific category. All forms must be returned by the closing date set by the Local Authority, failure to provide a Supplementary Information Form (SIF) could affect the category your application is placed in. Please note that it is the responsibility of the parent/carer to complete all forms and supply the relevant evidence. ~~R and that~~ reminders will not be sent in respect of part completed applications.

Children with an **Education Health and Care Plan**, which names our school in their plan, will be admitted to the school.

Late Applications

Any applications received after the closing date will be accepted but considered only after those received by the closing date.

Oversubscription Criteria

Where there are more applications for admission than the number of places available in any year group, places will be offered according to the following order of priority:

1. Catholic 'children looked after' (in public care) and Catholic children previously 'looked after' but ceased to be so because they became adopted or became subject to a residence or special guardianship order immediately following having been looked after.
2. Catholic children from our named feeder schools.
3. Catholic children of members of school staff who have been employed at the school for two or more years at the time at which the application for admission to the school is made.
4. Other Catholic children.
5. Other 'children looked after' (in public care) and other children previously 'looked after' but ceased to be so because they became adopted, or became subject to a residence or special guardianship order immediately following having been looked after.
6. Catechumens.
7. Children with a brother, sister or eligible parent at the school at the time of proposed enrolment.
8. Other children from our named feeder schools who do not meet criteria 1 to 7.
9. Children who are baptised or dedicated members of other Christian Churches as recognised by Churches Together in England (see definitions)
10. All other applicants.

Tie-break Criteria

Where the offer of places to applicants in any of the categories would lead to over subscription within that category, applicants will be prioritised in the following order:

1. Children who have a brother or sister (sibling – see definition) at the school at the time of proposed enrolment.
2. Children currently in receipt of Free School Meals or children who have been in receipt of Free School Meals in the last six years.
3. Children with one or more parents currently serving in the Armed Forces.
4. Those with the shortest safe walking route from their home to school. Distance will be measured by the shortest walking route from the front door of the child's home address to the main entrance of the school, using the Local Authority's GIS computerised measuring system, with those living closer to the school receiving the higher priority.

Waiting List

If your child has been refused admission, a waiting list is available where priority will be given according to the above criteria, based on the information provided at the time of application. The waiting list will be open until the end of the Autumn term.

All Saints RC School subscribes to the City of York's independent appeals procedure and an appeal against any decision taken under this policy will be referred through that process.

5. Monitoring, Evaluation and Review

The Governing Body will review this policy every year and assess its effectiveness and implementation

6. Availability

This policy, and its advisory Notes for Guidance, will be included in the Staff handbook. Copies will also be available, if required, from the Head Teacher's Secretary and the school website.

Person Responsible:	<i>Deputy Headteacher</i>
Reviewed by:	<i>Governors' Admissions Committee</i>
Last Review Academic Year:	<i>Jan 2021</i>
Adopted by Governing Body	<i>Jan 2021</i>

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Fides Caritas Unitas

ALL SAINTS RC SCHOOL

Diocese of Middlesbrough

All Saints RC School

Admissions Policy - September 2022

Notes for guidance



*"Blessed are those who have discovered wisdom, those who have acquired understanding".
(Proverbs 3.13)*

The Governing Body is responsible for admissions to this school, not the Local Authority.

The total number of children in each year group may not normally exceed the following:

• Year 7	178
• Year 8	178
• Year 9	178
• Year 10	193
• Year 11	193

Once a child has been admitted into the school, they do not need to reapply at any time and will automatically progress through to year 11. Progression to the Sixth Form is not automatic and all students must apply.

How and when to apply for entry to Year 7

There are two forms to be completed:

Form 1 - You must complete the Common Application Form issued by your child's primary school Local Authority and return it to that Local Authority by the deadline they specify. For applicants within the City of York area this is 31 October during the child's Year 6.

In addition, for children who want to be admitted to All Saints on a faith basis, you must also complete:

Form 2 - Parents applying to All Saints, a Voluntary Aided Catholic school should also complete the Supplementary Information Form (SIF) as this is used to determine whether you are applying under a specific category.

All forms must be returned by **31 October** in the year preceding admission. Failure to provide a Supplementary Information Form (SIF) could affect the category your application is placed in. Please note that it is the responsibility of the parent/carer to complete all forms and supply the relevant evidence. ~~R-and that r~~ reminders will not be sent in respect of part completed applications.

Admission of a child outside their normal age group into Year 7

Parents may seek a place for their child outside of their normal age group, for example if the child is gifted and talented or has experienced problems such as ill health. If you wish to request admission of a child outside of their normal year group you must contact the school to discuss your request six weeks before the closing date of the admission period for your child's normal year group. If the school agrees to your request you should submit your application in the application window for the deferred year in which you wish your child to be admitted to the school.

Please note – the deferred application will be considered against all other applications for entry that year, based upon a strict application of the admissions criteria. Please note, agreement to deferral does not automatically mean your child will be offered a place at school in the subsequent year.

Governors will then consider all applications received and notify Parents or Carers of the outcome of their application.

Definition of Baptised children of other Christian denominations whose baptism is recognised by the Catholic Church, Churches Together in England

See: http://www.cte.org.uk/Groups/234772/Home/Contacts/Member_Churches_list/Member_Churches_list.aspx

Applicants seeking admission under criteria 8 will be required to produce a baptismal certificate or a letter confirming their baptism.

Notification of Outcome

Parents will be advised of the outcome of their applications according to LA timetable.

Waiting Lists

If your child has been refused admission, a waiting list is available where priority will be given according to the Oversubscription and Tie-break Criteria and based on the information provided at the time of application. Parents or carers must inform the school in writing if they wish their child to join this list. The waiting list will close at the end of December (Autumn Term) of the year of entry for the Year 7 intake. For all other intakes, names will remain on the list until the end of term in which the application is made, after which time reapplication to remain on the list must be made.

Application Procedure for Year 10

Those pupils already attending All Saints will automatically transfer from Year 9 to Year 10 in September and do not need to apply for a place. Because All Saints RC School operates on a split site and the Upper School is larger, 15 more children who are not already All Saints' pupils can be accommodated in each of Years 10 and 11.

To apply for a place in Year 10 for September admission:

1. Parent/carers of children not already at All Saints must complete an Application Form available from the school. This form must be returned to the school by the **30 November** preceding the September of admission. You must also notify the LA in which you live of your request for a change of school.
2. Parent/carers will be advised of the outcome of their application by the **31 January** in the year of admission.

If there are more applications than the number of places available, places will be offered according to the order of priority listed in the admissions policy.

Applications for Years 8, 9, 11

Application should be made on forms obtained from the school. No applications will be accepted more than 12 months before the proposed date of entry. Decisions on applications for all entries to the school for September will be made by Governors, usually prior to the end of February. Applications for entry at other times will only be considered at the discretion of Governors.

If there are more applications than the number of places available, places will be offered according to the order of priority listed in the policy's Oversubscription and Tie-break Criteria.

Applications for Years 12 and 13 – The Sixth Form

Please refer to separate Sixth Form Admissions Policy for applications to the Sixth Form.

Applications for entry Mid-Year

This category will normally only be available to people relocating into the area who could not reasonably apply within the normal timescales. Applications for entry to any year group falling within this category will only be considered if there is space in the year group and will be at the sole discretion of Governors.

Parents/Carers already living in the area but not applying within the above timescales will be considered only at the discretion of the Governors.

Appeals

All Saints RC School subscribes to the City of York's independent appeals procedure and any decision made under the admissions policy can be appealed using that process. Details are available upon request from the LA or the school.

Fraudulent Applications

At the sole discretion of Governors, where they are of the opinion that an offer of a place has been made based on a fraudulent or intentionally misleading application which has effectively denied a place in the school to a student with a stronger claim, the offer of a place will be withdrawn.



Diocese of Middlesbrough

ALL SAINTS RC SCHOOL

Diocese of Middlesbrough YEAR 7 ENTRY FOR SEPTEMBER 2022 Application Form

Please return this form by 31 October 2021 for the attention of Mr M Flanagan (Deputy Headteacher) at All Saints RC School.

Surname: _____ Forename: _____

Middle Name: _____ Chosen Name: _____

Gender (M/F): _____ Date of Birth: _____

Home Information:

Address: _____

Town: _____ County: _____

Post Code: _____ Home Telephone Number: _____

Mobile Number: _____ Email Address: _____

Free School Meals within last six years? **YES** or **NO** (Please circle)

Parent(s) armed services? **YES** or **NO** (Please circle)

Names of brothers/sisters already at All Saints: _____

Name that correspondence should be sent to: _____ (Parent/Guardian)

Name of Present School _____ Telephone Number: _____

Religion details (if Catholic please give):

Date of Baptism: _____ Priest: _____ Parish: _____

Year of First Holy Communion: _____ Parish: _____

Parish in which you live: _____

Church normally attended, if different from above: _____

Name of Parish Priest: _____ Telephone Number: _____

A copy of the Baptismal Certificate for each Catholic student must be attached. (Without a Baptismal Certificate, Governors are not able to consider the applicant as a Catholic).

If not Catholic but attend another church please give:

Name of Church & Address: _____

Name of Minister: _____ Telephone Number: _____

Please attach a photocopy of the Baptism Certificate if applicable; together with a supporting letter from the Minister of Religion stating that the family attend church; and a parental letter declaring support for the Catholic Ethos and purpose of the school.

I would like my child to be considered for admission to All Saints' RC School.

Signed: _____ (Parent/Guardian) Date: _____



Compassion



Truth



Respect



Forgiveness



Justice



Service



Gentleness



Humility



Stewardship

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Archbishop Holgate's School

A Church of England Academy



2022/23 Admissions Policy

Unless otherwise stated, applications under this policy will be for children to start at the school in September 2022 in Year 7

Approved by Trust	
Next review due	

1. Introduction

Archbishop Holgate's School is a Church of England school in the Diocese of York. It has been serving the young people of York and beyond since 1546, formerly as a maintained school and more recently as an academy. The school is part of Pathfinder Multi Academy Trust.

The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice for students aged 11 to 16 (and beyond through its post 16 offering). It encourages an understanding of the meaning and significance of the Christian faith, and promotes Christian values through the experience it offers to all its students.

As a Church of England school, we welcome applications from Christian families and those of other faiths and none. We ask that all parents/carers applying for a place at the school respect the school's ethos and its importance to the whole community.

Pathfinder Multi Academy Trust (Trust) is the Admissions Authority for the school. The Trust is responsible for determining the school's admissions arrangements (including this policy) and deciding who can be offered a place in accordance with it. This admissions policy has been determined having had regard to the York Diocesan Board of Education's guidance and will be operated in accordance with City of York Council's co-ordinated admissions schemes (on which please see further below). All Admissions Authorities are required to act in accordance with the Department for Education's School Admissions Code and the relevant legislation and regulations.

For further details about how and when to apply, please see sections 2 and 5 below.

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2. Application Procedures and Timetable

Please contact the school on 01904 411341 or reception@archbishopholgates.org and/or your home local authority if you need any help in applying.

(a) Local Authority co-ordination of normal admissions round

The admission process for the normal admissions round (i.e. for admission to Year 7 is always co-ordinated by local authorities.

You should apply for a place at school in the normal admissions round by completing the online application form¹ of the local authority (Unitary or County Council) in the area in which you live (your “home” local authority) by 31 October 2020. You should do this even if your “home” local authority is not the City of York Council, which is the relevant local authority area for the school.

The process will give you the ability to express ranked preferences for places at any state funded school/academy, whether or not they are within your home local authority area. This allows co-ordination to take place between your home local authority, the local authorities of the schools you have applied to (if different) and the Admissions Authorities for those schools. The Admissions Authority will rank the applications of all applicants naming the school as one of their preferences and provide this information to the local authority in which the school is situated to enable co-ordination. You will then receive an offer, via your home local authority, for the highest ranking school where a place is available². This is so that parents/carers will receive only one offer of a place at a school for their child.

You will receive your offer letter from your home local authority outlining your allocated school place by 1 March 2022 and should ensure that you carefully follow the instructions contained with that letter relating to taking up the place and any other relevant matters. You will also be informed of any rights you have to appeal and the right to be placed on school waiting lists in this letter.

If your home local authority is City of York Council, applications can be made online at www.york.gov.uk/schooladmissions. If you cannot complete an online application, please contact the School Services team on 01904 551 554 for assistance. If City of York Council is not your home local authority, you should contact the home local authority for details of how to access their admission processes.

(b) Supplementary Information Form

If you are applying for priority application to the school on the basis of one of the oversubscription criteria set out in section 4 below which states that a Supplementary Information Form is required, you will also need to complete and return the attached Supplementary Information Form. This is in addition to the requirement outlined above to submit your application to your home local authority. If you are not applying for priority on the basis of one of these oversubscription criteria, there is no need to complete a Supplementary Information Form.

The completed Supplementary Information Form must reach the Trust’s Admissions Clerk by 31 October 2020. (Please do not send a Supplementary Information Form to your local authority, as they will not be able to take account of the information you have provided.) Please send forms to the Trust at Archbishop Holgate’s School, Hull Road, York, YO10 5ZA, marked for the attention of the Admissions Clerk. **If the Supplementary Information Form has not been returned and fully completed by this date, you may lose the priority that you might otherwise have received** (please see following text in relation to late applications.) You should make sure you allow the time to get any necessary supplementary information/signatures required for the Form prior to the deadline for its return.

(c) Late applications

¹ If you have difficulties completing the online form please contact the local authority for assistance. Alternative formats will be made available as appropriate to meet applicant needs.

² Your home local authority will advise you in the event that no places are available in any of the schools included within your application.

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Applications received by your home local authority after the closing date (31 October 2020) are “late applications.” Their treatment will depend on the date they are received.

The Trust will consider applications that are late but which are received by 31 December 2020 at the same time as “on time” applications if the late application is accompanied by a reason as to why it is late and the Trust determines that that reason is satisfactory.

Late applications received after 31 December 2020, but before the start of the school year 2 (September 2022), will always be processed as late applications. They will be considered against the same criteria as “on time” applications, assessed as at the time the application is made, but will only be considered once all “on time” applications have been processed. As such, they will have less chance of success.

Late applications received after City of York Council’s period of co-ordination has ended (31 December 2022) will be considered as “in year” applications (please see section 6 on “in year” applications).

3. Admission number

The school’s Published Admission Number – that is number of places available for admission to Year 7 at the school in September 2022 - is 300. If no more than 300 applications are received where the school is included as a preference, places will be made available for all applicants.

4. Allocation of places

The school will admit **all children with a Statement of Special Educational Needs (SEN) or Education, Health and Care Plan (EHCP)** in whose Statement or EHCP the school is named. If your child has any such statement or EHCP, please contact your home local authority who will advise you on the process for gaining admission to the school.

If the number of preferences expressed for the school exceeds the number of places remaining available (after the admission of any children with a Statement of SEN or an EHCP whose Statement or EHCP names the school), priority will be awarded to applicants using the following oversubscription criteria, which will be applied in the order of priority shown.

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; all children who have been adopted from local authority care (subject to an adoption, residence or special guardianship order); and all children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

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2. Children satisfying the requirements for a Foundation Place (up to 30% remaining places)

Up to 30% of the remaining places available (after the admission of any children with a Statement of SEN or an EHCP whose Statement or EHCP names the school and after admission of any looked after and previously looked after children) will be available for those applicants satisfying the requirements for a Foundation Place. The actual proportion will be determined by the number of applicants eligible for a Foundation Place.

At least two thirds of Foundation Places will be available to applicants satisfying the requirements under 2A below (Christian Foundation Places). Up to a third of Foundation places will be available to applicants satisfying the requirements under 2B below (Other Foundation Places). In the event that there are fewer applicants satisfying the requirements than places available under 2B, the remaining available places will be made available to those satisfying the requirements under 2A.³

To be eligible for a Foundation Place under 2A (Christian Foundation Places) or 2B (Other Foundation Places), the applicant must be able to demonstrate the required frequency of worship by the child or at least one parent/carer. The minimum level of worship will be attendance at least six times in the year immediately prior to the date of application. In the event that during the period specified for attendance at worship the church or, in relation to those of other faiths, relevant place of worship, has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church, or in relation to those of other faiths, relevant place of worship, or alternative premises have been available for public worship.

A. Christian Foundation Places

Places under this category are available for those of the Christian faith.

In order to qualify for a Christian Foundation Place, the required level of worship must take place at a regular public service at a Christian place of worship. A Christian place of worship is defined as a Church which is in full membership of Churches Together in Britain and Ireland⁴.

B. Other Foundation Places

Places under this category are available those of the following faiths: Buddhism, Hinduism, Islam, Judaism and Sikhism.

In order to qualify for a Foundation Place under this category, the relevant worship must take place at a regular public service at a recognised place of worship for the relevant faith.

C. Further categorisation – all Foundation Places

In the event that there are more eligible applicants satisfying the requirements for a Foundation Place under sub criteria 2A or 2B (as the case may be) than there are places available, priority will be given within the relevant sub-criterion as follows:

A. First priority – where the child or at least one parent/carer has attended the required worship an average of at least twice a month for at least one year immediately prior to the date of application.

B. Second priority – where the child or at least one parent/carer has attended the required worship an average of at least once a month for at least one year immediately prior to the date of application.

C. Third priority – where the child or at least one parent/carer has attended the required worship an average of at least six times in the year immediately prior to the date of application.

Priority will be given within each of the three priority categories above to those who live the furthest away from their next nearest Church of England secondary school using the nearest available safe walking route. Distances will be measured by a GIS mapping system from the child's home address to the main entrance of the nearest Church of England secondary school. (Where a safe walking route does not exist, we will measure along main roads including using maps from third-party mapping companies.) If the measurement of the distance from home to the nearest Church of England secondary school does not distinguish between two or more applicants with equal priority, random allocation will be used as the final tie-breaker. This will be supervised by someone independent of the school and the Trust.

In order to be eligible for consideration under this criterion, you will need to submit a completed Supplementary Information Form as outlined in section 2(b) above which includes verification of attendance at worship from your minister of religion.

Those falling outside the Foundation Place allocation will be considered under the next relevant criterion.

³ For example, if those satisfying the requirements for 2B "Other Foundation Places" accounted for 5% of the remaining places available (after the admission of any children with a Statement of SEN or an EHCP whose Statement or EHCP names the school and after admission of any looked after and previously looked after children), 25% of the remaining places would be available for those satisfying the requirements for 2A (Christian Foundation Places).

⁴ For up to date information on membership of Churches Together in Britain and Ireland, please visit their website at www.ctbi.org.uk.

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3. Children with exceptional social or medical needs which make the school the most suitable school for the child

To be given priority on this basis, the Trust would have to be satisfied that the child's needs were such that the school would be the most suitable school for the child.

In order to be eligible for consideration under this criterion, you will need to submit a completed Supplementary Information Form as outlined in section 2(b) above. The Supplementary Information Form will need to be accompanied by professional supporting evidence, in writing, from a doctor, specialist, health professional or social worker (as appropriate) setting out:

-The relevant needs

-How those needs would affect the child's education or ability to get to school; and

-The particular reasons why the school would be the most suitable for the child as a result e.g. the difficulties that would be caused if the child had to attend another setting.

The Trust may liaise any third parties as they may deem appropriate in making their assessment.

4. Children with siblings who will be on roll at the school at the proposed date of admission

"Siblings" for the purposes of this criterion are brothers or sisters living in the same house, as their primary place of residence.

For the purposes of this criterion, a child will be another child's brother or sister if they are their natural brother/sister; adopted brother/sister; half brother/sister; step brother/sister; or foster brother/sister. The definition does not include cousins or other family members sharing a house.

5. Children of staff employed at the school

In order to be eligible for admission under this criterion, the member of staff must be employed by Archbishop Holgate's School.

In order to be eligible for consideration under this criterion, you will need to submit a completed Supplementary Application Form as outlined in section 2(b).

If there are more eligible applicants than places available under this criterion, random allocation will be used as the tie-breaker. This will be supervised by someone independent of the school and the Trust.

6. Children living in the school's Catchment Area

The Catchment Area for the school is the area determined in partnership between City of York Council and the Trust and is shown at Appendix 1. It is also available online at www.york.gov.uk/schooladmissions and in the City of York Council's Guide for School Catchment Areas.

7. Any other Children out of catchment area

Tie- Breaker – Save as set out at criteria 2, 6 and 7 above, if there are more applications within any given criterion than there are remaining places available, the places will be allocated to children satisfying the relevant criterion who live closest to the school using the nearest available safe walking route. Distances will be measured by a GIS mapping system from the child's home address to the main entrance of the school. Where a safe walking route does not exist, we will measure along main roads including using maps from third-party mapping companies. If the measurement of the distance from home to school above does not distinguish between two or more applicants with equal priority, random allocation will be used as the final tie-breaker. This will be supervised by someone independent of the school and the Trust.

Address – You should consult your "home" local authority's guidance on what is the child's address for the purposes of your application. The correct address to be used for the purpose of the local authority's application process will be used for the purpose of applying this over subscription criteria and the tie breaker in this policy. You may be asked to show evidence of any current or previous address and enquiries may be made to obtain verification, including of any third parties, should this be deemed necessary.

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5. Time for admission

(a) Usual entry point

Children will normally be admitted into the year group relevant to their age and (save as outlined below) application should be made to that year group.

Save as outlined below, for those applying in the normal admissions round, offers will be made for a full time place in Year 7 commencing in September 2022.

(b) Deferring admission: admission outside of normal age group

Parents/carers may seek to delay their child's admission to school so that they are admitted outside of their normal age group, for example if they have experienced problems such as ill health. Parents/carers considering requesting admission out of the normal age group are encouraged to contact the school at an early stage to discuss their intentions.

The Trust will make decisions on requests for admissions outside the normal age group on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of:

- the parent's/carer's views;
- any information provided about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group; and
- where applicable, whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The Trust will also take account of the views of the Headteacher in assessing the request. When informing the parent/carer of their decision on the year group the child should be admitted to, the Trust will set out clearly the reasons for the decision.

For the purposes of coming to a decision on such deferrals for those children living in the City of York, the Trust has committed to be part of the City of York Council's co-ordinated deferral policy. Further details can be found here: www.york.gov.uk/schooladmissions. As such, where a decision is covered by that policy, a co-ordinated decision will be made by York schools and academies in conjunction with the City of York Council, by which (in the absence of exceptional circumstances) schools and academies within the City will agree to be bound. Where your child deferred entry to primary school or has previously been educated outside of their age group, and this decision was made by an admissions authority in the City of York as part of a co-ordinated decision in accordance with the City of York Council's deferral policy, then you should apply for a place in Year 7 in the same way as for other children in your child's current year group.

If this is not the case and your child has not previously been educated outside of their normal age group, or is new to York or the UK education system, you should request such a deferral as part of the normal admissions round where possible. As such:

- parents/carers wishing to defer admission should still apply for a school place at the normal time – i.e. by 31 October 2020; and
- by the same deadline, the parent/carer should also submit a written deferral request to the Headteacher of the school, together with any supporting evidence that the parent/carer wishes to be taken into account.

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This will allow requests to be considered prior to National Offer Day. If the request is approved, then the application and preferences originally submitted will be considered for Year 7 and a decision will be made on the basis of the original application. If a request is not approved, parents/carers should make an “in-year” application at the appropriate time a place is required. We will endeavour to process requests to defer received after 31 October 2020 within 6 weeks from receipt.

Should parents/carers disagree with a decision to refuse their request, they should put their complaint in writing and follow the Trust’s complaints policy: whilst parents/carers have a statutory right to appeal against the refusal of a place at a school for which they have applied, this right does not apply if they are offered a place at the school but it is not in their preferred age group.

(c) Accelerated admission

Exceptionally, applicants may seek a place for their child in a higher age group than their usual age group, for example if the child is gifted or talented. Parents/carers considering requesting admission to a higher age group are encouraged to contact the school at an early stage to discuss their intentions and what the best approach might be. The request must be put in writing, addressed to the Headteacher of the school, together with any supporting evidence that the parent/carer wishes to be taken into account. The Trust will make decisions on such requests on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the criteria set out in (b) above.

In order for the request to be considered prior to the normal admissions round, the request must be received by 30 November 2020. If the request is approved, wherever possible you should submit an application as part of the normal admissions round, for the year group it has been agreed is the most appropriate for the child. Parents/carers should make it clear in their application that an application out of usual year group has been agreed⁵. The application will then be considered in accordance with this admissions policy. The Trust will not give the application lower priority on the basis that the child is being admitted out of their normal age group. If the request is rejected, you should apply in the usual way for your child to join their correct age group. Should parents/carers disagree with a decision to refuse their request, they should put their complaint in writing and follow the Trust’s complaints policy.

6. In-year admissions

In-year admissions are admissions outside the normal admissions round.

Parents/carers may apply for a change of school for their child at any time. Please call the school on 01904 411341 or email us at reception@archbishopholgates.org to find out about any in-year vacancies. Parents/Carers are also to contact City of York Council School Services on 01904 51554.

Please note that there may be several interested applicants for any available place and that the City of York Council hold waiting lists of refused and requested preferences for all year groups at all schools. There may therefore be other applicants who are more entitled to an available place at the time at which a place becomes available.

(a) Application process

The school is part of the City of York Council’s co-ordinated in-year admissions scheme. As such, if the City of York Council is the home local authority, you should complete the City of York Council’s in-year online application⁶, including the school as one of your preferences, no later than 20 school days before the place is required. The online application form can be found at www.york.gov.uk/schooladmissions. The City of York Council will then liaise with the Trust as appropriate. If City of York Council is not your home local authority, you should check with your home local authority whether they co-ordinate in year admissions. If they do, their procedures should be followed. Otherwise,

⁵ As the date of birth will fall outside the normal date of birth range for the required admissions round.

⁶ If you have difficulties completing the online form please contact the local authority for assistance. Alternative formats will be made available as appropriate to meet applicant needs.

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please contact the school to obtain a copy of the school's in-year application form and return it to the school directly.

If you are applying under one of the oversubscription criteria that requires the school's Supplementary Information Form to be completed, please complete and return this to the Trust at Archbishop Holgate's School, Hull Road, York, YO10 5ZA marked for the attention of the Admissions Clerk at the same time as submitting your in-year application.

(b) Determination of application

Whilst the school does have a published admissions number of 300, this number only applies for admission into Year 7. Although a published admission number may help set class organisation in later years, decisions in relation to places in other year groups will be made primarily on class organisation. As such, a place may be refused even if the numbers on roll in the relevant year group are lower than the published admission number. In determining whether a place is to be offered, consideration will be given as to whether the admission of any additional child would prejudice the provision of efficient education or the efficient use of resources.

Where there is an available space and there are no other applications for this place, the place will be made available. Where there is an available space and there are more applications for a place than places available, priority is given in accordance with the oversubscription criteria set out above. The oversubscription criteria will be applied as at the date the place becomes available.

You will be notified of the outcome of your application by City of York Council or (if the City of York Council is not your home local authority) the school, who will also notify your home local authority that the place has been offered. If the application is refused, the applicant will be informed of their right to appeal and their right to be placed on the waiting list (on which please see below).

(c) Start date

Where a child is changing schools due to relocation, the place may be taken up once the school has been able to make suitable arrangements. However, where a child is changing schools for other reasons and the child's current school is within a reasonable travelling distance, it is expected that the start date will be at the start of a new half term or other suitable day as determined by the school.

(d) Fair access

Please note that the operation of this policy is subject to the City of York Council's Fair Access Protocol. This Protocol is agreed with schools within the authority to ensure that – outside the normal admissions round - unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. It also requires local authorities to ensure that no school is required to take a disproportionate number of children with challenging behaviour. The Fair Access protocol will take priority over this policy.

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7. Waiting List

If the school is oversubscribed, a waiting list will be established.

Parents/carers who are not successful in obtaining a place in the normal admissions round will need to inform their home local authority in writing of their wish for their child to join the school's waiting list. The waiting list will be maintained by City of York Council.

Parents/carers who are not successful in obtaining a place following an in-year application received during the 2022/23 academic year will automatically be placed on the waiting list.

City of York Council will maintain the waiting list on behalf of the Trust from the offer day (1 March 2022) until 31 August 2023, at which time the waiting list will be reset. Should applicants wish to remain on a waiting list for a future school year, they should submit a new application by 1 June in the relevant year, which is the date on which the waiting list will be reset and, in the absence of a new application, all names on the list will be removed. City of York Council also maintain in-year waiting lists on behalf of the Trust.

In each case, a child's position on the list will be determined by the oversubscription criteria above only and will reflect their current circumstances (where these circumstances have been provided to the Admissions Clerk). Each additional applicant, or change in circumstances of an applicant which is notified to the school, will require the waiting list to be reordered in accordance with the oversubscription criteria. Should a place become available while the waiting list is in operation, a place will be made available to the applicant entitled to be on the top of the waiting list on the day the place became available.

Placing a child's name on a waiting list does not affect a parent's/carer's right of appeal against an unsuccessful application.

8. Appeals

Applicants refused a place at the school have a statutory right of appeal. If an application for a place at the school is refused, the applicant will be informed of the reasons and of their right to appeal. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

Appeals are heard by an independent appeals panel and in line with the School Admission Appeals Code. Further details will be provided in the event that your application is refused. We will also publish our appeals timetable on our website by 28 February 2022.

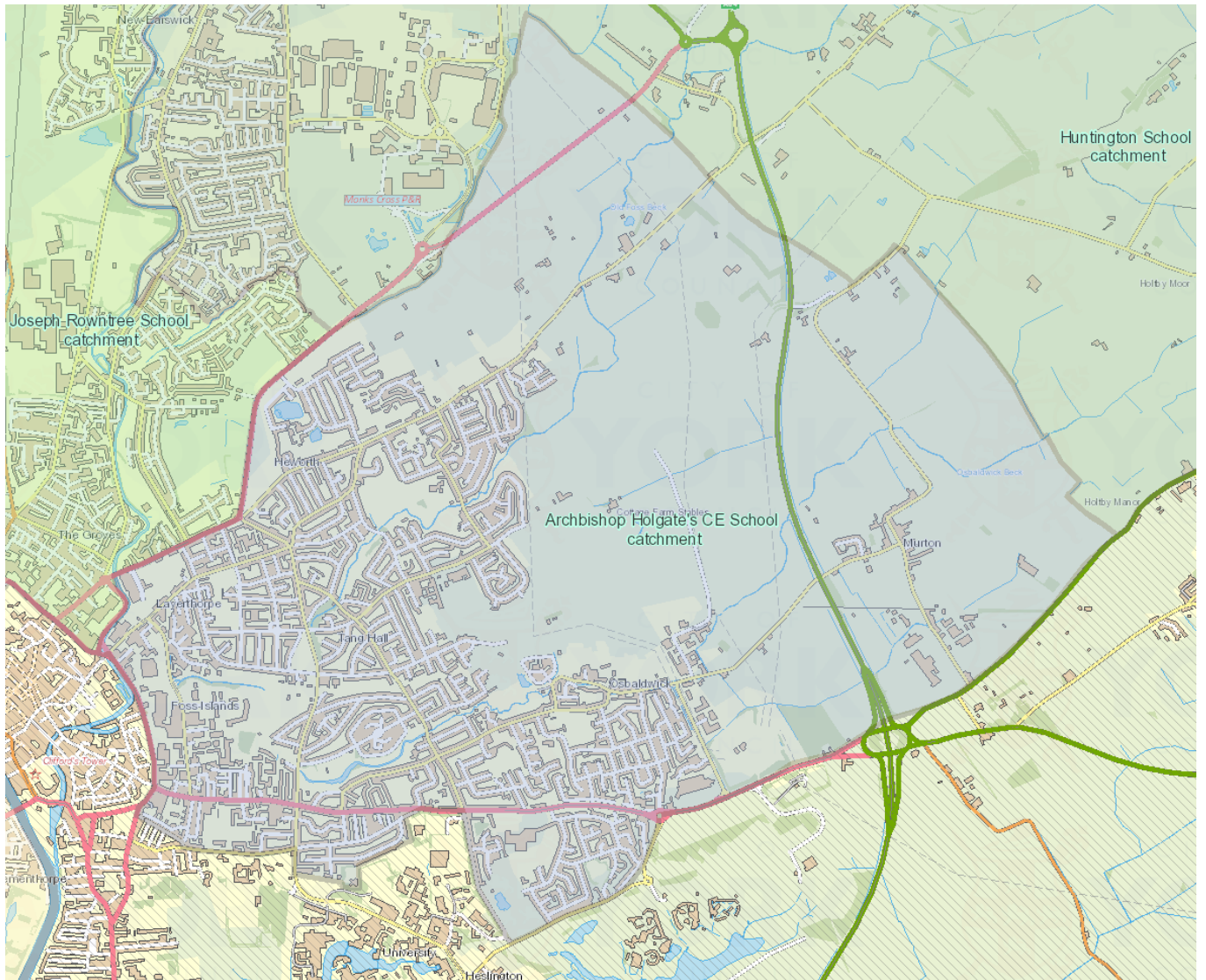
Applicants will only be able to appeal once in any one school year unless, in exceptional circumstances, the Trust has accepted a second application because of a significant and material change in the circumstances of the parent/carer, child or school, which has also been refused.

9. False Information

Applicants are strongly urged to complete the local authority's application and (if applicable) the school's Supplementary Information Form as accurately and fully as possible. Where an offer of a place at the school has been made on the basis of a fraudulent or intentionally misleading application which effectively denies a place to a child with a stronger claim, then under the School Admissions Code the school is able to withdraw the place. In the event that a place is withdrawn, the application will be considered afresh.

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APPENDIX 1: Map of Catchment Area



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APPENDIX 2: Supplementary Information Form**Archbishop Holgate's School, a Church of England Academy****Supplementary Information Form - 2022/23 Admissions**

Please note that this it is only necessary to complete this form where you are applying for priority under oversubscription criteria 2, 3 and 6 in the School's admissions policy.

Name of Child:	
Date of Birth:	
Address:	

Please indicate all relevant criteria that apply to your application and complete the relevant information:

Criterion	Please tick	Additional Information Required
2.A Christian Foundation Place		Please note that additional information is required as set out in section 4.2.A above and that a signature is required from your minister of religion.*
2.B Other Foundation Place		Please note that additional information is required as set out in section 4.2.B above and that a signature is required from your minister of religion.*
3 Children with exceptional social or medical needs which make the school the most suitable school for the child		Please note additional information is required as set out in section 4.3 above.*
6 Children of staff employed at the school		Please give name of member of staff: _____
*You should make sure you allow time to gather the necessary information/signature prior to the deadline for return of the form.		

Name of person filling in the form (parent/carer):	
Relationship with child:	
Contact details:	
Signature:	

Please return this Supplementary Information Form to Archbishop Holgate's School, Hull Road, York, YO10 5ZA by 31 October 2020.

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(Supplementary Information Form continued)

Confirmation of regular attendance at worship
For completion by your minister of religion

I hereby confirm that:

(1) The aforementioned child or at least one parent/carer of the aforementioned child has attended worship at a regular public service (please tick):

- On average at least twice a month for at least one year immediately prior to the date of application.
- On average at least once a month for at least one year immediately prior to the date of application.
- At least six times in the year immediately prior to the date of application.

In the event that during the period specified for attendance at worship the church or, in relation to those of other faiths, relevant place of worship, has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church, or in relation to those of other faiths, relevant place of worship, or alternative premises have been available for public worship.

(2) That worship has taken place at (please tick):

- A Christian Church, being a Church with full membership of Churches Together in Britain and Ireland⁷.
- A recognised place of worship for the following faith:
 - Buddhism
 - Hinduism
 - Islam
 - Judaism
 - Sikhism

Name and address of place of worship attended:

Name:	
Signature:	
Position:	
Correspondence address:	
Telephone number:	

**In the event that you have attended worship at different places of worship during the relevant period (e.g. as you have moved areas), but taken together the attendance would be sufficient to qualify for a Foundation place, please ask your Minister of Religion for each place of worship to complete this form, specifying the relevant periods of attendance and frequency.*

⁷ For up to date information on membership of Churches Together in Britain and Ireland, please visit their website at www.ctvi.org.uk.



EBORA ACADEMY TRUST

Admissions Policy, City of York
2022 – 2023

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Introduction

- 1 This policy applies to applications for the following schools for whom the Ebor Academy Trust is the admission authority, which are located within the City of York Local Authority area, and which do not have separate admission arrangements. These schools are:
 - Haxby Road Primary Academy
 - Hob Moor Primary Academy
 - Lakeside Primary Academy
 - Osbaldwick Primary Academy
 - Park Grove Primary Academy
 - Robert Wilkinson Primary Academy
- 2 This policy applies in the primary admissions round, that is when applying for a place in Reception as the normal year of entry to start primary school for the first time.
- 3 The Published Admission Number (PAN) is the number of pupils it is intended to admit into the first year group of school. This number differs for each school and for 2022 – 2022 these PANs are:
 - for Haxby Road Primary Academy, 45 places
 - for Hob Moor Primary Academy, 45 places
 - for Lakeside Primary Academy, 45 places
 - for Osbaldwick Primary Academy, 45 places
 - for Park Grove Primary Academy, 40 places
 - for Robert Wilkinson Primary Academy, 85 places
- 4 This policy complies with and operates within the City of York Coordinated Admissions Scheme for Primary and Infant Schools in the City of York Local Authority area. The admission authority for these schools is the trust board of the Ebor Academy Trust.

- 5 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. Where applications for an in-year place are received, whether a place can be offered will depend upon the availability of places in the relevant class/year group. If there are more applications for a place than places available, then the oversubscription criteria as in Section B of this policy will be applied to ascertain which child is most entitled to a place.
- 6 The admission of children into the Reception year at a 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 primary school, even if the school and nursery are located on the same premises or run by the school itself.
- 7 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 City of York Guide for Parents which is available at www.york.gov.uk/guideforparents or upon request from the City of York School Services team. It is recommended that all applicants consider the information in the Guide for Parents before making an application.
- 8 The admission of children with an Education, Health and Care plan are covered by different admission regulations. Following negotiation, if a school within the Ebor Academy Trust has been named, a place will be allocated for these children before considering other applications.

A Admissions into Reception

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

- 2 This policy includes an option of 'delayed entry'. This means that parent/carers may secure a place at a school under the normal admission arrangements but choose to postpone their child's admission to school, as long as their admission is not delayed beyond the point at which they reach compulsory school age. A child normally reaches compulsory school age at the start of the term following their fifth birthday. The table below sets out the position:

Date of birth	Date of compulsory school age	Latest date child may start school full-time
1 September 2017 - 31 December 2017	31 December 2022	The start of the 'Spring' term in January 2023
1 January 2018 - 31 March 2018	31 March 2023	The start of the 'Summer' term in April 2023
1 April 2018 - 31 August 2018	31 August 2023	[The start of the 'Autumn' term in September 2023

If you would like to delay your child's entry, so they do not start full-time in September 2022, you must still apply at the normal time. Once allocated a school place, you should then advise the school in writing of your child's intended start date and keep in regular contact with the school regarding any changes to this intended date. Start dates are recommended to be at the start of each half term, but these can be varied by agreement with the school.

The school will hold a place for that child and not offer it to another child during the remainder of the Reception year. You should contact the school to make arrangements for admission of your child by no later than 20 school days before the intended start date. If you do not contact the school in the 20 school days before an intended and/or previously communicated start date, the school will make all reasonable efforts to contact you by telephone and in writing at any known physical address or email address. In the event that all attempts to contact you are unsuccessful, the school place may be withdrawn.

- 3 Parent/carers will also be able to request a part-time place until the start of the term after the child turns five. It is a legal requirement that all children must enter formal full-time education at the start of the term after their fifth birthday, but if you would like to discuss part-time

education for your child so they do not start full-time in September 2022, you must still apply at the normal time. Once allocated a school place, you should then ask the school in writing what part-time provision may be offered, advise them of your child's intended full-time start date and keep in regular contact with the school regarding any changes to this intended date.

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

If you would like to defer your child's entry, so they do not start in Reception in September 2022, but instead start Reception in September 2023, you must still apply at the normal time and parallel to your application, put a formal request in writing to defer your child's admission to a lower year group.

For the purposes of coming to a decision on such deferrals for those children living in the City of York, the LA has developed a city-wide policy and invited all other admission authorities to take part in joint arrangements. Ebor Academy Trust has adopted the City of York Delayed and Deferred Admissions Policy for the purposes of administering requests for deferred entry for 'summer born' children. More information on delayed and deferred entry can be found in the City of York Delayed and Deferred Admissions Policy

Places are not held open for children who defer entry, so parent/carers must, if their request is approved, reapply **by 15 January the following year** for a place in Reception alongside children who are one school year younger. Parent/carers may make an identical application for the same schools, or request different schools from their initial application.

Parents/carers should be aware that as the numbers of applications and preferences, and even the number of available places, may differ

from year to year, that a deferral does not mean a place at the same school can be allocated one year later. It will not be known which school is allocated for an agreed deferral until 16 April in the school year the child turns 5 and the results of the application one year later **may result in a different school being allocated.**

- 5 If you would like to investigate accelerating your child's entry, so they do not start in the year group relevant to the child's age (the school year they turn five), but instead start at an earlier time, you should contact the Trust at an early stage to discuss your intentions and what the best approach might be.

If you would like to accelerate your child's entry, you should then put a formal request in writing, together with any supporting information, by no later than 29 November 2021. The Trust will then consider your request, if necessary in conjunction with other schools, the LA, early years providers and professionals.

If the request is approved, wherever possible you should submit an application as part of the normal admissions round, for the year group it has been agreed is the most appropriate for the child. Parents/carers should make it clear in their application that an application out of the usual year group has been agreed. The application will then be considered in accordance with this admissions policy. The Trust will not give the application lower priority on the basis that the child is being admitted out of their normal age group. If the request is rejected, you should apply in the usual way for your child to join their correct age group. Should parents/carers disagree with a decision to refuse their request, they should put their complaint in writing and follow the Trust's complaints policy.

- 6 Applications should be made by the closing date for applications which is 15 January 2022. Applications can be made online at www.york.gov.uk/schooladmissions. It is expected that most applications will be made online, but where applicants cannot apply online, they may request support from the Trust, LA, schools, or a paper application form known as the 'School admissions application

for Primary School in September 2022'. There is no additional 'Supplementary Information Form' required to apply for a school place at any Ebor Academy Trust school covered by this policy.

- 7 When making an application, parent/carers are advised to supply any additional information that may be required to the admission authority by providing this information in writing direct to the school or 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](#).
- 8 Any school's resources, such as teachers and classrooms, have to be used carefully to ensure the best possible standards for education and a safe environment. If no limit were set on the number of children that can go to a school each year these standards could not be maintained. Infant Class Size legislation may also limit the number of pupils that can be admitted in Reception, Year 1 and Year 2. For these reasons each school has a Published Admission Number – that is the number of places available that will be offered in the year of entry.
- 9 Applicants will be responsible for travel arrangements and the costs of travel to and from school.
- 10 Haxby Road Primary Academy, Hob Moor Primary Academy, Lakeside Primary Academy, Osbaldwick Primary Academy, Park Grove Primary Academy and Robert Wilkinson Primary Academy each have their own catchment area. The City of York Local Authority advises applicants 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 for Parents](#), online at www.york.gov.uk and upon request from the City of York 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; all children who have been adopted from local authority care (subject to an adoption, residence or special guardianship order); and all children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society;

It is the responsibility of parent/carers, or the child's social worker to provide the information to the admission authority that this criterion applies.

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

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

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

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

- 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 for Parents](#), online at www.york.gov.uk, and upon request from the City of York School Services team;

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

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

It is the responsibility of parent/carers to provide the additional information where they believe this criterion applies. To be given priority on this basis, the admission authority would have to be satisfied that the child's needs were such that the preferred school would be the most suitable school for the child.

The Trust may defer these considerations and decisions to others to consider any documentation provided by parent/carers and assess whether these needs are 'exceptional' in nature. Those applications with supporting information that the Trust determines are 'exceptional'

would have to be where only the preferred school could meet the child's need.

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

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

- 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 closest entrance of the school.

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

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

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

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

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

C Appeals

- 1 Applicants refused a place at the school have a statutory right of appeal. If a preference for a place at the school is refused, the applicant will be informed of the reasons and of their right of appeal. This right does not apply if they are allocated a place but it is not in their preferred year group.
- 2 Ebor Academy Trust subscribes to the City of York's independent appeals procedure and any decision made under this admissions policy can be appealed using that process. Appeals are heard by an independent appeals panel and their decisions are legally binding in line with the School Admission Appeals Code. We will publish our appeals timetable on our website by 28 February 2022. Applicants who wish to appeal should contact the LA School Services team to request the correct appeal form. Appeal forms should be returned within 20 school days of the date the place was refused.
- 3 Applicants will only be able to appeal once in any one school year unless, in exceptional circumstances, the admission authority has accepted a second application because of a significant and material change in the circumstances of the parent/carer, child or school.

D False Information

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

E Late Applications

- 1 Applications received after the closing date for applications of 15 January 2022 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 admission 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. 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 policy.

F Waiting List

- 1 If a school is oversubscribed, a waiting list will be held from when offers have been made until 31 December 2022. After 31 December 2022, if there is still a waiting list, an 'in-year' waiting list is then held until the end of that school year. Beyond the first school year, refused preferences do not 'roll over' into future school years. Should applicants wish to remain on a waiting list for a future school year, they should submit a new application by 1 June in the relevant year.
- 2 A child's position on the list will be determined by the oversubscription criteria set out in Section B of this policy and will reflect their current circumstances where these circumstances have been provided to the admission authority. The list will also contain all other on-time and late preferences that have been refused or are requested. Should a place become available while the waiting list is in operation, a place will be made available to the applicant on the top of the waiting list on the day the place became available.
- 3 Applications may only be made once for each school year unless there has been a significant and material change in the circumstances of the parent/carer, child or school, which the admission authority agrees requires a new application.
- 4 Being on a waiting list does not affect a parent's/carer's right of appeal against an unsuccessful preference.

G Timetable

by 12 September 2021	Guide for Parents published online at www.york.gov.uk/guideforparents
by 12 September 2021	Opening date for applications. 'School admissions application for Primary, Junior School and Secondary Schools in September 2022' form made available and online applications start to be accepted at www.york.gov.uk/schooladmissions
15 January 2021	Closing date for 'on-time' applications (both online and by paper 'School admissions application for Primary & Junior School in September 2022' form)
from 16 January 2022	Applications received may be treated as 'late'
16 April 2022	Primary & Junior National Offer Day
21 May 2022	Deadline for return of Primary & Junior appeal papers for 'on-time' applicants
1 June 2022 – 16 July 2022	Admission appeals for 'on-time' Primary & Junior applicants
September 2022	Start of the school year
31 December 2022	Waiting list for all community and voluntary controlled Primary & Junior schools closes

H Contact details for correspondence

The Chair of the Board of Trustees
Ebor Academy Trust
Ebor Business and Training Centre
The Leyes, Osbaldwick, York, YO10 3PR
01904 553404
info@ebor.academy
www.eboracademytrust.co.uk

I Schools in the Ebor Academy Trust covered by this policy

Haxby Road Primary Academy (Primary, 5-11)
Hob Moor Primary Academy (Primary, 5-11)
Lakeside Primary Academy (Primary, 5-11)
Osbaldwick Primary Academy (Primary, 5-11)
Park Grove Primary Academy (Primary, 5-11)
Robert Wilkinson Primary Academy (Primary, 5-11)

[View school contact details on the City of York website](#)

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Heworth Church of England Primary School



2022/23 Admissions Policy

Unless otherwise stated, applications under this policy will be for a child born between 1 September 2017 and 31 August 2018 to start at the school in Reception in September 2022.

Approved by Trust	
Next review due	

1. Introduction

Heworth Church of England Primary School is a Church of England school in the Diocese of York. It has been serving the young people of the ecclesiastical parish of Heworth Holy Trinity and St Wulstan and beyond for over 100 years, formerly as a maintained school and more recently as an academy. The school is part of Pathfinder Multi Academy Trust.

The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice for pupils aged 4 to 11. It encourages an understanding of the meaning and significance of the Christian faith, and promotes Christian values through the experience it offers to all its pupils.

As a Church of England school, we welcome applications from Christian families and those of other faiths and none. We ask that all parents/carers applying for a place at the school respect the school's ethos and its importance to the whole community.

Pathfinder Multi Academy Trust (Trust) is the Admissions Authority for the school. The Trust is responsible for determining the school's admissions arrangements (including this policy) and deciding who can be offered a place in accordance with it. This admissions policy has been determined having had regard to the York Diocesan Board of Education's guidance and will be operated in accordance with City of York Council's co-ordinated admissions schemes (on which please see further below). All Admissions Authorities are required to act in accordance with the Department for Education's School Admissions Code and the relevant legislation and regulations.

For further details about how and when to apply, please see sections 2 and 5 below.

2. Application Procedures and Timetable

Please contact the school on 01904 551650 or office@heworth.pmat.academy and/or your home local authority if you need any help in applying.

Please also check our school website: www.heworth.york.sch.uk for further information regarding the school.

(a) Local Authority co-ordination of normal admissions round

The admission process for the normal admissions round (i.e. for admission to Reception) is always co-ordinated by local authorities.

You should apply for a place at school in the normal admissions round by completing the online application form¹ of the local authority (Unitary or County Council) in the area in which you live (your “home” local authority) by 15 January 2022. You should do this even if your “home” local authority is not the City of York Council, which is the relevant local authority area for the school.

The process will give you the ability to express ranked preferences for places at any state funded school/academy, whether or not they are within your home local authority area. This allows co-ordination to take place between your home local authority, the local authorities of the schools you have applied to (if different) and the Admissions Authorities for those schools. The Admissions Authority will rank the applications of all applicants naming the school as one of their preferences and provide this information to the local authority in which the school is situated to enable co-ordination. You will then receive an offer, via your home local authority, for the highest ranking school where a place is available.² This is so that parents/carers will receive only one offer of a place at a school for their child.

You will receive your offer letter from your home local authority outlining your allocated school place by 16 April 2022 and should ensure that you carefully follow the instructions contained with that letter relating to taking up the place and any other relevant matters. You will also be informed of any rights you have to appeal and the right to be placed on school waiting lists in this letter.

If your home local authority is City of York Council, applications can be made online at www.york.gov.uk/schooladmissions. If you cannot complete an online application, please contact the School Services team on 01904 551 554 for assistance. If City of York Council is not your home local authority, you should contact the home local authority for details of how to access their admission processes.

¹ If you have difficulties completing the online form please contact the local authority for assistance. Alternative formats will be made available as appropriate to meet applicant needs.

² Your home local authority will advise you in the event that no places are available in any of the schools included within your application.

(b) Supplementary Information Form

If you are applying for priority application to the school on the basis of one of the oversubscription criteria set out in section 4 below which states that a Supplementary Information Form is required, you will also need to complete and return the attached Supplementary Information Form. This is in addition to the requirement outlined above to submit your application to your home local authority. If you are not applying for priority on the basis of one of these oversubscription criteria, there is no need to complete a Supplementary Information Form.

The completed Supplementary Information Form must reach the Trust's Admissions Clerk by 15 January 2022. (Please do not send a Supplementary Information Form to your local authority, as they will not be able to take account of the information you have provided.) Please send forms to the Trust at Heworth Primary School, 53 Heworth Road, York YO31 0AA marked for the attention of the Admissions Clerk. **If the Supplementary Information Form has not been returned and fully completed by this date, you may lose the priority that you might otherwise have received** (please see below in relation to late applications.) You should make sure you allow the time to get any necessary supplementary information/signatures required for the Form prior to the deadline for its return.

(c) Transition from nursery provision

The admission of children into Reception year is a completely separate process to nursery admissions. Attendance at a particularly nursery class or early years provider does not give a child any priority within this admissions policy, even if the school and nursery are located on the same premises or the nursery is run by the school itself. A separate application is required in all cases.

(d) Late applications

Applications received by your home local authority after the closing date (15 January 2022) are "late applications." Their treatment will depend on the date they are received.

The Trust will consider applications that are late but which are received before 15 March 2022 at the same time as "on time" applications if the late application is accompanied by a reason as to why it is late and the Trust determines that that reason is satisfactory.

Late applications received after 15 March 2022 but before the start of the school year (2nd September 2022), will always be processed as late applications. They will be considered against the same criteria as "on time" applications, assessed as at the time the application is made, but will only be considered once all "on time" applications have been processed. As such, they will have less chance of success.

Late applications received after City of York Council's period of co-ordination has ended (31 December 2022) will be considered as "in year" applications (please see section 6 on "in year" applications).

3. Admission number

The school's Published Admission Number – that is number of places available for admission to Reception at the school in September 2022 - is 20. If no more than 20 applications are received where the school is included as a preference, places will be made available for all applicants.

4. Allocation of places

The school will admit **all children with a Statement of Special Educational Needs (SEN) or Education, Health and Care Plan (EHCP)** in whose Statement or EHCP the school is named. If your child has any such statement or EHCP, please contact your home local authority who will advise you on the process for gaining admission to the school.

If the number of preferences expressed for the school exceeds the number of places remaining available (after the admission of any children with a Statement of SEN or an EHCP whose Statement or EHCP names the school), priority will be awarded to applicants using the following oversubscription criteria, which will be applied in the order of priority shown.

1. Looked after children and previously looked after children

This applies to all children who are currently in the care of a local authority; all children who have been adopted from local authority care (subject to an adoption; residence or special guardianship order); and all children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

2. Children with exceptional social or medical needs which make the school the most suitable school for the child

To be given priority on this basis, the Trust would have to be satisfied that the child's needs were such that the school would be the most suitable school for the child.

In order to be eligible for consideration under this criterion, you will need to submit a completed Supplementary Information Form as outlined in paragraph 2(b) above. The Supplementary Information Form will need to be accompanied by professional supporting evidence, in writing, from a doctor, specialist, health professional or social worker (as appropriate) setting out:

-The relevant needs

-How those needs would affect the child's education or ability to get to school; and

-The particular reasons why the school would be the most suitable for the child as a result e.g. the difficulties that would be caused if the child had to attend another setting.

The Trust may liaise any third parties as they may deem appropriate in making their assessment.

3. Children with siblings who will be on roll at the school at the proposed date of admission

“Siblings” for the purposes of this criterion are brothers or sisters living in the same house, as their primary place of residence.

For the purposes of this criterion, a child will be another child’s brother or sister if they are their natural brother/sister; adopted brother/sister; half brother/sister; step brother/sister; or foster brother/sister. The definition does not include cousins or other family members sharing a house.

4. Children who regularly worship, or whose parent(s)/carer(s) regularly worship, at a Christian place of worship within the Parish

The Parish is the ecclesiastical parish of Heworth Holy Trinity and St. Wulstan. A map is attached at Appendix 1.

To be eligible under this criterion, the applicant must be able to demonstrate the required frequency of worship by the child or at least one parent/carer. The minimum level of worship will be attendance an average of at least once a month for one year immediately prior to the date of application. The worship must be at a regular public service at a Christian place of worship within the Parish. A Christian place of worship is defined as a Church which is in full membership of Churches Together in Britain and Ireland and/or the Evangelical Alliance. At the time of determination of this policy, these are Holy Trinity, Heworth; St Wulstan’s; and Heworth Methodist Church.

In order to be eligible for consideration under this criterion, you will need to submit a completed Supplementary Information Form as outlined in paragraph 2(b) above which includes verification of attendance at worship from your minister of religion.

5. Children living in the Parish

The parish is the ecclesiastical parish of Heworth Holy Trinity and St. Wulstan. A map is attached at Appendix 1.

6. Children living outside the Parish who regularly worship, or whose parent(s)/carer(s) regularly worship, at a Christian place of worship outside the Parish

The parish is the ecclesiastical Parish of Heworth Holy Trinity and St. Wulstan. A map is attached at Appendix 1. All other areas are classed as outside the Parish.

To be eligible under this criterion, the applicant must be able to demonstrate the required frequency of worship by the child or at least one parent/carer. The minimum level of worship will be attendance an average of at least once a month for one year immediately prior to the date of application. The worship must be at a regular public service at a Christian place of worship. A Christian place of worship is defined as a Church which is in full membership of Churches Together in Britain and Ireland³ and/or the Evangelical Alliance.⁴

In order to be eligible for consideration under this criterion, you will need to submit a completed Supplementary Information Form as outlined in paragraph 2(b) above which includes verification of attendance at worship from your minister of religion.

³ For up to date information on membership of Churches Together In Britain and Ireland, please visit their website at www.ctvi.org.uk.

⁴ For up to date information on membership of the Evangelical Alliance please see www.eauk.org.

7. Children living outside the Parish who regularly worship, or whose parent(s)/carer(s) regularly worship, at a recognised place of worship for other major world faiths

The parish is the ecclesiastical Parish of Heworth Holy Trinity and St. Wulstan. A map is attached at Appendix 1. All other areas are classed as outside the Parish.

For the purpose of this criterion, “other major world faiths” means Buddhism, Hinduism, Islam, Judaism and Sikhism.

To be eligible under this criterion, the applicant must be able to demonstrate the required frequency of worship by the child or at least one parent/carer. The minimum level of worship will be attendance at worship at an average of at least once a month for one year immediately prior to the date of application.⁵ The worship must be at a regular public service at a recognised place of worship for the relevant faith.

In order to be eligible for consideration under this criterion, you will need to submit a completed Supplementary Information Form as outlined in paragraph 2(b) above which includes verification of attendance at worship from your minister of religion.

8. Any other Children

Tie- Breaker - If there are more applications within any given criterion than there are remaining places available, the places will be allocated to children satisfying the relevant criterion who live closest to the school using the nearest available safe walking route. Distances will be measured by a GIS mapping system from the child’s home address to the main entrance of the school. (Where a safe walking route does not exist, we will measure along main roads including using maps from third-party mapping companies.) If the measurement of the distance from home to school above does not distinguish between two or more applicants with equal priority, random allocation will be used as the final tie-breaker. This will be supervised by someone independent of the school and the Trust. Where the application of the above would lead to a place being made available for a child of multiple birth, but not their sibling(s), we will work within the Admissions Code in order to make a place available for the sibling(s) wherever reasonably possible.

Address – You should consult your “home” local authority’s guidance on what is the child’s address for the purposes of your application. The correct address to be used for the purpose of the local authority’s application process will be used for the purpose of applying this oversubscription criteria and the tie breaker in this policy. You may be asked to show evidence of any current or previous address and enquiries may be made to obtain verification, including of any third parties, should this be deemed necessary.

5. Time for admission

(a) Usual entry point

Children will normally be admitted into the year group relevant to their age and (save as outlined below) application should be made to that year group.

Save as outlined below, for those applying in the normal admissions round, offers will be made for a full time place in Reception commencing in September 2022, being the September following the child’s fourth birthday.

(b) Delayed admission into year group relevant to child’s age

Parents/carers receiving an offer for their child to start in Reception in September 2022 have the option to delay the date their child starts in Reception until later in the 2022/23 school year, as long as their admission is not delayed beyond the point at which they reach compulsory school age nor beyond the beginning of the final term in the year of admission (1st April 2022). A child normally reaches compulsory school age at the start of the term following their fifth birthday. There is an additional option for summer born children – on which please see (c) below.

The table below sets out the position:

Date of birth	Date reach compulsory school age	Latest date for admission to year group relevant to child's age
1 September 2017 - 31 December 2017	31 December 2022	1 st January 2023 to join in Reception
1 January 2018 - 31 March 2018	31 March 2023	1 st April 2023 to join in Reception
1 April 2018 - 31 August 2018 ("summer born")	31 August 2023	1 st April 2023 to join in Reception (or 1 st September 2023 to join in year 1 – see section (c) below)

If you would like to delay your child's entry so they do not start in September 2022, you must still apply in the normal admissions round. If you are allocated a place, you will then need to advise the school in writing of the intended start date and keep in regular contact with the school regarding any changes to this intended date. The school will hold a place for that child and not offer it to another child during the remainder of the Reception year. You should contact the school to make arrangements for admission of your child in the 20 school days before the intended start date. If you do not contact the school in the 20 school days before an intended and/or previously communicated start date, the school will make all reasonable efforts to contact you by telephone and in writing at any known physical address or email address. In the event that our attempts to contact you are unsuccessful, the school place may be withdrawn.

(c) Deferring admission: admission outside of normal age group

Parents/carers may seek to delay their child's admission to school so that they are admitted outside of their normal age group, for example if they have experienced problems such as ill health. In addition, the parents/carers of a summer born child (i.e. a child born between 1 April 2018 and 31 August 2018) may choose not to send that child to school until 1 September 2023 (being the 1 September after they turn five and the date they reach compulsory school age) and may request that they are admitted out of their normal age group – to Reception rather than Year 1 (which would be their usual year group).⁶ Parents/carers considering requesting admission out of the normal age group are encouraged to contact the school at an early stage to discuss their intentions.

The Trust will make decisions on requests for admissions outside the normal age group on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of:

- the parent's/carer's views;
- any information provided about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group; and
- where applicable, whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The Trust will also take account of the views of the headteacher in assessing the request. When informing the parent/carer of their decision on the year group the child should be admitted to, the Trust will set out clearly the reasons for the decision.

Please note: For the purposes of coming to a decision on such deferrals for those children living in the City of York, the Trust has committed to be part of the City of York Council's co-ordinated deferral policy. Further details can be found here: www.york.gov.uk/schooladmissions. As such, where a decision is covered by that policy, a co-ordinated decision will be made by York schools and academies in conjunction with the City of York Council, by which (in the absence of exceptional circumstances) schools and academies within the City will agree to be bound.

⁶ Please note that children who have deferred and commenced education in this way will most likely continue to be one school year behind their age-related peers for the duration of their time at school.

You should request such a deferral as part of the normal admissions round where possible. As such:

- parents/carers wishing to defer admission should still apply for a school place at the normal time – i.e. by 15 January 2022
- by the same deadline, the parent/carer should also submit a written deferral request to the headteacher of the school and the City of York Council, together with any supporting evidence that the parent/carer wishes to be taken into account.

This will allow requests to be considered prior to National Offer Day.

If the request is approved, then the application and preferences originally submitted as part of your home local authority's application process will be withdrawn and no decision will be made on the basis of the original application. **Please note, a place will not be reserved for your child: where a deferral is granted, parents/carers must then reapply for a Reception place in the next admissions round (i.e. for a place in September 2023) alongside children who are one school year younger.**

Parents/carers should make it clear in their fresh application that a deferral has previously been agreed.⁷ The fresh application will be considered in accordance with school's 2023/24 admissions policy as part of the normal admissions round⁸ and on the basis of the admission arrangements outlined in the school's 2023/24 policy, including the application of oversubscription criteria. The Trust will not give the application lower priority on the basis that the child is being admitted out of their normal age group.

If a request is not approved, parents/carers will be notified by their home local authority of the result of their original application in the usual way.

We will endeavour to process requests to defer received after 15 January 2022 within 6 weeks from receipt. If the request is approved, any offer received as part of the normal admissions round will be withdrawn.

Should parents/carers disagree with a decision to refuse their request, they should put their complaint in writing and follow the Trust's complaints policy: whilst parents/carers have a statutory right to appeal against the refusal of a place at a school for which they have applied, this right does not apply if they are offered a place at the school but it is not in their preferred age group.

(d) Accelerated admission

Exceptionally, applicants may seek a place for their child in a higher age group than their usual age group, for example if the child is gifted or talented. Parents/carers considering requesting admission to a higher age group are encouraged to contact the school at an early stage to discuss their intentions and what the best approach might be. The request must be put in writing, addressed to the headteacher of the school, together with any supporting evidence that the parent/carer wishes to be taken into account. The Trust will make decisions on such requests on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the criteria set out in (c) above.

In order for the request to be considered prior to the normal admissions round, the request must be received by 1st November 2022. If the request is approved, wherever possible you should submit an application as part of the normal admissions round, for the year group it has been agreed is the most appropriate for the child. Parents/carers should make it clear in their application that an application out of usual year group has been agreed.⁹ The application will then be considered in accordance with this admissions policy. The Trust will not give the application lower priority on the basis that the child is being admitted out of their normal age group. If the request is rejected, you should apply in the usual way for your child to join their correct age group. Should parents/carers disagree with a decision to refuse their request, they should put their complaint in writing and follow the Trust's complaints policy.

(e) Part time attendance

⁷ as the date of birth will fall outside the normal date of birth range for the required admissions round

⁸ unless the parental/carer request is made too late for this to be possible

⁹ as the date of birth will fall outside the normal date of birth range for the required admissions round

Children may attend part-time until the point where they reach compulsory school age. Please let us know, after your child has been allocated a place, if you would like your child to attend part time so we can discuss the necessary arrangements. You should inform us of your intention to start your child on a part time basis by 31 May 2022.

6. In-year admissions

In-year admissions are admissions outside the normal admissions round.

Parents/carers may apply for a change of school for their child at any time. Please call the school on 01904 551650 or email us to find out about any in-year vacancies.

Please note that there may be several interested applicants for any available place and that the City of York Council hold waiting lists of refused and requested preferences for all year groups at all schools. There may therefore be other applicants who are more entitled to an available place at the time at which a place becomes available.

(a) Application process

The school is part of the City of York Council's co-ordinated in-year admissions scheme. As such, if the City of York Council is the home local authority, you should complete the City of York Council's in-year online application,¹⁰ including the school as one of your preferences, no later than 20 school days before the place is required. The online application form can be found at www.york.gov.uk/schooladmissions. The City of York Council will then liaise with the Trust as appropriate. If City of York Council is not your home authority, you should check with your home local authority whether they co-ordinate in year admissions. If they do, their procedures should be followed. Otherwise, please contact the school to obtain a copy of the school's in-year application form and return it to the school directly.

If you are applying under one of the oversubscription criteria that requires the school's Supplementary Information Form to be completed, please complete and return this to the Trust marked for the attention of the Admissions Clerk at the same time as submitting your in-year application.

(b) Determination of application

Whilst the school does have a published admissions number of 20, this number only applies for admission into Reception. Although a published admission number may help set class organisation in later years, decisions in relation to places in other year groups will be made primarily on class organisation. As such, a place may be refused even if the numbers on roll in the relevant year group are lower than the published admission number. In determining whether a place is to be offered, consideration will be given as to whether the admission of any additional child would prejudice the provision of efficient education or the efficient use of resources.

Where there is an available space and there are no other applications for this place, the place will be made available. Where there is an available space and there are more applications for a place than places available, priority is given in accordance with the oversubscription criteria set out above. The oversubscription criteria will be applied as at the date the place becomes available.

You will be notified of the outcome of your application by City of York Council or (if the City of York Council is not your home local authority) the school, who will also notify your home local authority that the place has been offered. If the application is refused, the applicant will be informed of their right to appeal and their right to be placed on the waiting list (on which please see below).

¹⁰ If you have difficulties completing the online form please contact the local authority for assistance. Alternative formats will be made available as appropriate to meet applicant needs.

(c) Start date

Where a child is changing schools due to relocation, the place may be taken up once the school has been able to make suitable arrangements. However, where a child is changing schools for other reasons and the child's current school is within a reasonable travelling distance, it is expected that the start date will be at the start of a new half term or other suitable day as determined by the school.

(d) Fair access

Please note that the operation of this policy is subject to the City of York Council's Fair Access Protocol. This Protocol is agreed with schools within the authority to ensure that – outside the normal admissions round - unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. It also requires local authorities to ensure that no school is required to take a disproportionate number of children with challenging behaviour. The Fair Access protocol will take priority over this policy.

7. Waiting List

If the school is oversubscribed, a waiting list will be established.

Parents/carers who are not successful in obtaining a place in the normal admissions round will need to inform their home local authority in writing of their wish for their child to join the school's waiting list. The waiting list will be maintained by City of York Council.

Parents/carers who are not successful in obtaining a place following an in-year application received during the 2022/23 academic year will automatically be placed on the waiting list.

City of York Council will maintain the waiting list on behalf of the Trust from the offer day (16 April 2022 until 31 August 2023, at which time the waiting list will be reset. Should applicants wish to remain on a waiting list for a future school year, they should submit a new application by 1 June in the relevant year, which is the date on which the waiting list will be reset and, in the absence of a new application, all names on the list will be removed. City of York Council also maintain in-year waiting lists on behalf of the Trust.

In each case, a child's position on the list will be determined by the oversubscription criteria above only and will reflect their current circumstances (where these circumstances have been provided to the Admissions Clerk). Each additional applicant, or change in circumstances of an applicant which is notified to the school, will require the waiting list to be reordered in accordance with the oversubscription criteria. Should a place become available while the waiting list is in operation, a place will be made available to the applicant entitled to be on the top of the waiting list on the day the place became available.

Placing a child's name on a waiting list does not affect a parent's/carer's right of appeal against an unsuccessful application.

8. Appeals

Applicants refused a place at the school have a statutory right of appeal. If an application for a place at the school is refused, the applicant will be informed of the reasons and of their right to appeal. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

Appeals are heard by an independent appeals panel and in line with the School Admission Appeals Code. Further details will be provided in the event that your application is refused. We will also publish our appeals timetable on our website by 28 February 2022.

Applicants will only be able to appeal once in any one school year unless, in exceptional circumstances, the Trust has accepted a second application because of a significant and material change in the circumstances of the parent/carer, child or school, which has also been refused.

9. False Information

Applicants are strongly urged to complete the local authority's application and (if applicable) the school's Supplementary Information Form as accurately and fully as possible. Where an offer of a place at the school has been made on the basis of a fraudulent or intentionally misleading application which effectively denies a place to a child with a stronger claim, then under the School Admissions Code the school is able to withdraw the place. In the event that a place is withdrawn, the application will be considered afresh.

APPENDIX 1: Map of ecclesiastical parish of Heworth Holy Trinity and St. Wulstan.



APPENDIX 2: Supplementary Information Form**Heworth Church of England Primary School****Supplementary Information Form - 2022/23 Admissions**

Please note that this it is only necessary to complete this form where you are applying for priority under oversubscription criteria 4.2, 4.4, 4.6 & 4.7 in the School's admissions policy.

Name of Child:	
Date of Birth:	
Address:	

Please indicate all relevant criteria that apply to your application and complete the relevant information:

Criterion	Please tick	Additional Information Required
2 Children with exceptional social or medical needs which make the school the most suitable school for the child		Please note additional information is required as set out in section 4.2 above.*
4 Children who regularly worship, or whose parent(s)/carer(s) regularly worship, at a Christian place of worship within the Parish		Please note that additional information is required as set out in section 4.4 above and that a signature is required from your minister of religion.*
6 Children living outside the Parish who regularly worship, or whose parent(s)/carer(s) regularly worship, at a Christian place of worship outside the Parish		Please note that additional information is required as set out in section 4.6 above and that a signature is required from your minister of religion.*
7 Children living outside the Parish who regularly worship, or whose parent(s)/carer(s) regularly worship, at a recognised place of worship for other major world faiths		Please note that additional information is required as set out in section 4.7 above and that a signature is required from your minister of religion.*

**You should make sure you allow the time to get the necessary information/signature prior to the deadline for return of the form.*

Name of person filling in the form (parent/carer):	
Relationship with child:	
Contact details:	
Signature:	

Please return this Supplementary Information Form to the school Heworth Primary School, 53 Heworth Road, York YO31 0AA

(Supplementary Information Form continued)

Confirmation of regular attendance at worship

For completion by your minister of religion

I hereby confirm that the aforementioned child or at least one parent/carer of the aforementioned child

1. Has attended worship at a regular public service (please tick):

- At a Christian place of worship within the ecclesiastical parish of Heworth Holy Trinity and St Wulstan, being a Church which is in full membership of Churches Together in Britain and Ireland¹¹ and/or the Evangelical Alliance.¹²
- At another Christian place of worship, being a Church which is in full membership of Churches Together in Britain and Ireland¹³ and/or the Evangelical Alliance.¹⁴
- At a recognised place of worship for the following faith:
 - Buddhism
 - Hinduism
 - Islam
 - Judaism
 - Sikhism

2. And that such attendance has been at an average of at least once a month for one year immediately prior to the date of application.

Name and address of place of worship attended:

Name	
Signature:	
Position:	
Correspondence address:	
Telephone number:	

**In the event that you have attended worship at different places of worship during the relevant period e.g. as you have moved areas, but taken together the attendance at worship at these places of worship would be sufficient to qualify for a place under the relevant criterion, please ask your Minister of Religion for each place of worship to complete this form specifying the relevant periods of attendance and frequency.*

For up to date information on membership of Churches Together in Britain and Ireland, please visit their website at www.ctvi.org.uk.
 For up to date information on membership of the Evangelical Alliance please see www.eauk.org
 For up to date information on membership of Churches Together in Britain and Ireland, please visit their website at www.ctvi.org.uk.
 For up to date information on membership of the Evangelical Alliance please see www.eauk.org

Hope Learning Trust

Admissions Policy, City of York
2022-2023

Hope Learning
Trust **York**

Introduction

1 This policy applies to applications for the following schools for whom the Hope Learning Trust is the admission authority, which are located within the City of York Local Authority area, and which do not have separate admission arrangements. These schools are:

- Burton Green Primary School
- Poppleton Ousebank Primary School
- Skelton Primary School
- Vale of York Academy

The Hope Learning Trust is also the admission authority for the following York schools that are not covered by this policy, but instead have their own separate admission arrangements. These schools are:

- Manor CE Academy

You can view these other policies by contacting these schools directly.

The Trust is responsible for determining the school's admissions arrangements (including this policy) and deciding who can be allocated a place in accordance with it.

2 This policy applies in the following admissions rounds:

- for Burton Green Primary School, Poppleton Ousebank Primary School and Skelton Primary School - the primary admissions round, that is when applying for a place in Reception as the normal year of entry to start primary school for the first time;
- for Vale of York Academy - 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.

- 3 The Published Admission Number (PAN) is the number of pupils it is intended to admit into the first year group of school. This number differs for each school and for 2022 – 2023 these PANs are:
 - for Burton Green Primary School, 30 places
 - for Poppleton Ousebank Primary School, 60 places
 - for Skelton Primary School, 20 places
 - for Vale of York Academy, 150 places
- 4 This policy complies with and operates within the relevant City of York Coordinated Admissions Schemes in the City of York Local Authority area. The admission authority for these schools is the trust board of the Hope Learning Trust.
- 5 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. Where applications for an in-year place are received, whether a place can be offered will depend upon the availability of places in the relevant class/year group. If there are more applications for a place than places available, then the oversubscription criteria as in Section C of this policy will be applied to ascertain which child is most entitled to a place.
- 6 The admission of children into the Reception year at a 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 primary school, even if the school and nursery are located on the same premises or run by the school itself.
- 7 Attendance at a particular primary school does not give a child any priority for admission to a secondary school covered by this policy, even if both schools are within the Hope Learning Trust, located on the same premises, or run by or share the same leadership or resources.
- 8 Advice and information for parent/carers on school admissions, including **key information that applies to all applications** as well as some frequently asked questions are available in the City of York Guide

for Parents which is available at www.york.gov.uk/guideforparents or upon request from the City of York School Services team. It is recommended that all applicants consider the information in the [Guide for Parents](#) before making an application.

- 8 The admission of children with an Education, Health and Care plan are covered by different admission regulations. Following negotiation, if a school within the Hope Learning Trust has been named, a place will be allocated for these children before considering other applications.

A Admissions into Reception

- 1 Children will normally be admitted into the year group relevant to the child's age and will start full-time in the school year they turn five. All children will be offered the opportunity of a full time place from September in the year of entry.
- 2 This policy includes an option of 'delayed entry'. This means that parent/carers may secure a place at a school under the normal admission arrangements but choose to postpone their child's admission to school, as long as their admission is not delayed beyond the point at which they reach compulsory school age. A child normally reaches compulsory school age at the start of the term following their fifth birthday. The table below sets out the position:

Date of birth	Date of compulsory school age	Latest date child may start school full-time
1 September 2017 - 31 December 2017	31 December 2022	The start of the 'Spring' term in January 2023
1 January 2018 - 31 March 2018	31 March 2023	The start of the 'Summer' term in April 2023
1 April 2018 - 31 August 2018	31 August 2023	[The start of the 'Autumn' term in September 2023

If you would like to delay your child's entry, so they do not start full-time in September 2022, you must still apply at the normal time. Once allocated a school place, you should then advise the school in writing of your child's intended start date and keep in regular contact with the

school regarding any changes to this intended date. Start dates are recommended to be at the start of each half term, but these can be varied by agreement with the school.

The school will hold a place for that child and not offer it to another child during the remainder of the Reception year. You should contact the school to make arrangements for admission of your child by no later than 20 school days before the intended start date. If you do not contact the school in the 20 school days before an intended and/or previously communicated start date, the school will make all reasonable efforts to contact you by telephone and in writing at any known physical address or email address. In the event that all attempts to contact you are unsuccessful, the school place may be withdrawn.

- 3 Parent/carers will also be able to request a part-time place until the start of the term after the child turns five. It is a legal requirement that all children must enter formal full-time education at the start of the term after their fifth birthday, but if you would like to discuss part-time education for your child so they do not start full-time in September 2022, you must still apply at the normal time. Once allocated a school place, you should then ask the school in writing what part-time provision may be offered, advise them of your child's intended full-time start date and keep in regular contact with the school regarding any changes to this intended date.
- 4 Some parent/carers of 'summer born' children (those children born between 01 April and 31 August) may wish to investigate the possibility of 'deferred entry' into a lower year group. If you are considering this for your child, please contact the LA [School Services team](#) who can provide you with information and advice.

If you would like to defer your child's entry, so they do not start in Reception in September 2022, but instead start Reception in September 2023, you must still apply at the normal time and parallel to your application, put a formal request in writing to defer your child's admission to a lower year group.

For the purposes of coming to a decision on such deferrals for those children living in the City of York, the LA has developed a city-wide policy and invited all other admission authorities to take part in joint arrangements. Hope Learning Trust has adopted the City of York Delayed and Deferred Admissions Policy for the purposes of administering requests for deferred entry for 'summer born' children. More information on delayed and deferred entry can be found in the [City of York Delayed and Deferred Admissions Policy](#).

Places are not held open for children who defer entry, so parent/carers must, if their request is approved, reapply **by 15 January the following year** for a place in Reception alongside children who are one school year younger. Parent/carers may make an identical application for the same schools, or request different schools from their initial application.

Parents/carers should be aware that as the numbers of applications and preferences, and even the number of available places, may differ from year to year, that a deferral does not mean a place at the same school can be allocated one year later. It will not be known which school is allocated for an agreed deferral until 16 April in the school year the child turns 5 and the results of the application one year later **may result in a different school being allocated**.

- 5 If you would like to investigate accelerating your child's entry, so they do not start in the year group relevant to the child's age (the school year they turn five), but instead start at an earlier time, you should contact the Trust at an early stage to discuss your intentions and what the best approach might be.

If you would like to accelerate your child's entry, you should then put a formal request in writing, together with any supporting information, by no later than 29 November 2021. The Trust will then consider your request, if necessary in conjunction with other schools, the LA, early years providers and professionals.

If the request is approved, wherever possible you should submit an application as part of the normal admissions round, for the year group

it has been agreed is the most appropriate for the child. Parents/carers should make it clear in their application that an application out of the usual year group has been agreed. The application will then be considered in accordance with this admissions policy. The Trust will not give the application lower priority on the basis that the child is being admitted out of their normal age group. If the request is rejected, you should apply in the usual way for your child to join their correct age group. Should parents/carers disagree with a decision to refuse their request, they should put their complaint in writing and follow the Trust's complaints policy.

- 6 Applications should be made by the closing date for applications which is 15 January 2022. Applications can be made online at www.york.gov.uk/schooladmissions. It is expected that most applications will be made online, but where applicants cannot apply online, they may request support from the Trust, LA, schools, or a paper application form known as the 'School admissions application for Primary School in September 2022'. There is no additional 'Supplementary Information Form' required to apply for a school place at any Hope Learning Trust school covered by this policy.
- 7 When making an application, parent/carers are advised to supply any additional information that may be required to the admission authority by providing this information in writing direct to the school or 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](#).
- 8 Any school's resources, such as teachers and classrooms, have to be used carefully to ensure the best possible standards for education and a safe environment. If no limit were set on the number of children that can go to a school each year these standards could not be maintained. Infant Class Size legislation may also limit the number of pupils that can be admitted in Reception, Year 1 and Year 2. For these reasons each

school has a Published Admission Number – that is the number of places available that will be offered in the year of entry.

- 9 Applicants will be responsible for travel arrangements and the costs of travel to and from school.
- 10 Burton Green Primary School, Poppleton Ousebank Primary School and Skelton Primary School each have their own catchment area. The City of York Local Authority advises applicants 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 for Parents](#), online at www.york.gov.uk and upon request from the City of York School Services team.

B Admissions into Year 7

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

If you would like to accelerate your child's entry, you should then put a formal request in writing, together with any supporting information, an details of whether your child has previously been educated out of their chronological age group, by no later than 29 November 2021. The Trust will then consider your request, if necessary in conjunction with other schools and professionals.

If the request is approved, wherever possible you should submit an application as part of the normal admissions round, for the year group it has been agreed is the most appropriate for the child. Parents/carers should make it clear in their application that an application out of the usual year group has been agreed. The application will then be considered in accordance with this admissions policy. The Trust will not give the application lower priority on the basis that the child is being admitted out of their normal age group. If the request is rejected, you should apply in the usual way for your child to join their correct age group. Should parents/carers disagree with a decision to refuse their request, they should put their complaint in writing and follow the Trust's complaints policy.

- 3 Applications should be made by the closing date for applications which is 31 October 2021. Applications can be made online at www.york.gov.uk/schooladmissions. It is expected that most applications will be made online, but where applicants cannot apply online, they may request support from the Trust, LA, schools, or a paper application form known as the 'School admissions application for Secondary School in September 2022'. There is no additional 'Supplementary Information Form' required to apply for a school place at any Hope Learning Trust school covered by this policy.
- 4 When making an application, parent/carers are advised to supply any additional information that may be required to the admission authority by providing this information in writing direct to the school or 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 pupils that can go to a school each year these standards could not be maintained. For

this reason each school has a Published Admission Number – that is the number of places available that will be offered in the year of entry.

- 6 Applicants will be responsible for travel arrangements and the costs of travel to and from school.
- 7 Vale of York Academy maintains a catchment area. The City of York Local Authority advises applicants 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 for Parents](#), online at www.york.gov.uk and upon request from the City of York School Services team.

C 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; all children who have been adopted from local authority care (subject to an adoption, residence or special guardianship order); and all children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society;

It is the responsibility of parent/carers, or the child's social worker to provide the information to the admission authority that this criterion applies.

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

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

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

- 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 for Parents](#), online at www.york.gov.uk, and upon request from the City of York School Services team;

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

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

It is the responsibility of parent/carers to provide the additional information where they believe this criterion applies. To be given priority on this basis, the admission authority would have to be satisfied that the child's needs were such that the preferred school would be the most suitable school for the child.

The Trust may defer these considerations and decisions to others to consider any documentation provided by parent/carers and assess whether these needs are 'exceptional' in nature. Those applications with supporting information that the Trust determines are 'exceptional' would have to be where only the preferred school could meet the child's need.

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

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

- 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 closest entrance of the school.

Distances are measured using a system of walking routes rather than straight line distances to better reflect the length of the journey from

home to school. Within a contiguous urban area these routes are those that are properly paved and lit alongside roads and other walkways and do not include the York outer ring road. Outside a contiguous urban area, for example for applications from outside the City of York area, these distances continue to be measured along the road network.

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

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

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

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

D Appeals

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

- 2 Hope Learning Trust subscribes to the City of York's independent appeals procedure and any decision made under this admissions policy can be appealed using that process. Appeals are heard by an independent appeals panel and their decisions are legally binding in line with the School Admission Appeals Code. We will publish our appeals timetable on our website by 28 February 2022. Applicants who wish to appeal should contact the LA School Services team to request the correct appeal form. Appeal forms should be returned within 20 school days of the date the place was refused.
- 3 Applicants will only be able to appeal once in any one school year unless, in exceptional circumstances, the admission authority has accepted a second application because of a significant and material change in the circumstances of the parent/carer, child or school.

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 child with a stronger claim, the offer of a place will be withdrawn.

F Late Applications

- 1 Applications received after the relevant closing date for applications of may be treated as 'late' applications – that is processed after all 'on-time' applications.
 - For applications for Burton Green Primary School, Poppleton Ousebank Primary School and Skelton Primary School- in the primary admissions round, applications will be treated as late after 15 January 2022;
 - For applications for Vale of York Academy – in the secondary admissions round, applications will be treated as late from 01 November 2021.

- 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 admission 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. 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 G of this policy.

G Waiting List

- 1 If a school is oversubscribed, a waiting list will be held from when offers have been made until 31 December 2022. After 31 December 2022, if there is still a waiting list, an 'in-year' waiting list is then held until the end of that school year. Beyond the first school year, refused preferences do not 'roll over' into future school years. Should applicants wish to remain on a waiting list for a future school year, they should submit a new application by 1 June in the relevant year.
- 2 A child's position on the list will be determined by the oversubscription criteria set out in Section C of this policy and will reflect their current circumstances where these circumstances have been provided to the admission authority. The list will also contain all other on-time and late preferences that have been refused or are requested. Should a place become available while the waiting list is in operation, a place will be made available to the applicant on the top of the waiting list on the day the place became available.

- 3 Applications may only be made once for each school year unless there has been a significant and material change in the circumstances of the parent/carer, child or school, which the admission authority agrees requires a new application.
- 4 Being on a waiting list does not affect a parent's/carer's right of appeal against an unsuccessful preference.

H Timetable

by 12 September 2021	Opening date for applications. 'School admissions application for Primary, Junior and Secondary School in September 2022' form made available and online applications start to be accepted at www.york.gov.uk/schooladmissions
By 14 September 2021	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 2021. 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 2022' form
September and October 2021	Secondary school open activities
31 October 2021	Closing date for 'on-time' Secondary applications (both online and by paper 'School admissions application for Secondary School in September 2021' form)

From 1 November 2021	Secondary applications received may be treated as 'late'
15 January 2021	Closing date for 'on-time' applications (both online and by paper 'School admissions application for Primary & Junior School in September 2022' form)
from 16 January 2022	Primary and Junior applications received may be treated as 'late'
1 March 2022	Secondary allocations communicated to City of York resident applicants by email and/or by letter
31 March 2022	Deadline for return of Secondary school appeal papers for 'on-time' applicants
16 April 2022	Primary & Junior National Offer Day
5 May – 12 June 2022	Admission appeals for 'on-time' Secondary applicants
21 May 2022	Deadline for return of Primary & Junior appeal papers for 'on-time' applicants
1 June 2022 – 16 July 2022	Admission appeals for 'on-time' Primary & Junior applicants
September 2022	Start of the school year

Contact details for correspondence

The Chair of the Trust Board
Hope Learning Trust
c/o Manor Church of England Academy
Millfield Lane, Nether Poppleton, York, YO26 6PA
01904 798722
www.hopelearningtrust.org

DRAFT

J Schools in the Hope Learning Trust covered by this policy

Burton Green Primary School (Primary, 5-11)

Poppleton Ousebank Primary School (Primary, 5-11)

Skelton Primary School (Primary, 5-11)

Vale of York Academy (Secondary, 11-16)

[View school contact details on the City of York website](#)

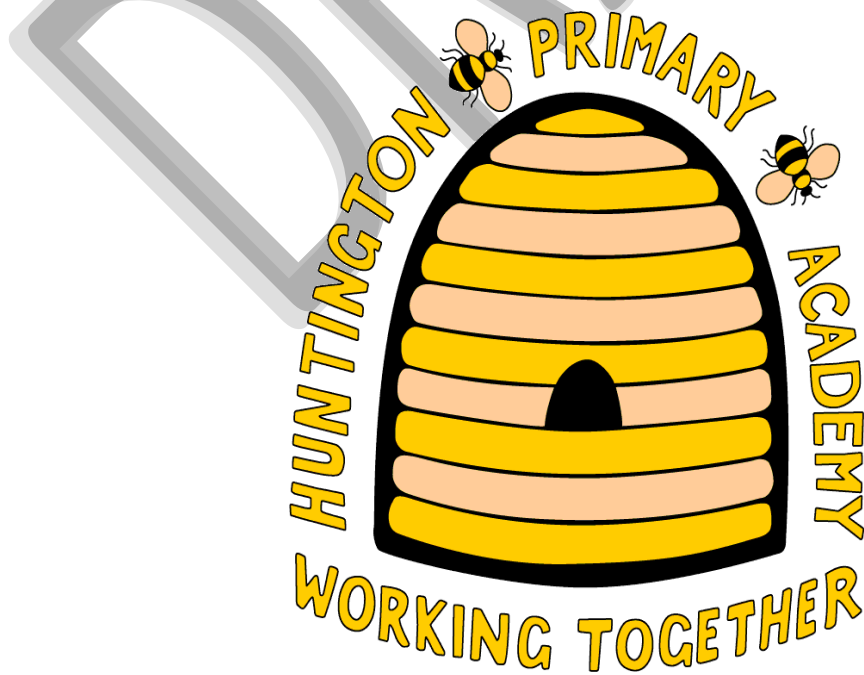
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Huntington Primary Academy

Admissions Policy

2022 – 2023



Introduction

- 1 This policy applies to applications for Huntington Primary Academy.
- 2 This policy applies in the primary admissions round, that is when applying for a place in Reception as the normal year of entry to start primary school for the first time.
- 3 The Published Admission Number (PAN) is the number of pupils it is intended to admit into the first year group of school. This number for 2022 – 2023 is 60 places.
- 4 This policy complies with and operates within the City of York Coordinated Admissions Scheme for Primary and Infant Schools in the City of York Local Authority area. The admission authority for Huntington Primary Academy is the Academy Trust of the academy.
- 5 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. Where applications for an in-year place are received, whether a place can be offered will depend upon the availability of places in the relevant class/year group. If there are more applications for a place than places available, then the oversubscription criteria as in Section B of this policy will be applied to ascertain which child is most entitled to a place.
- 6 The admission of children into the Reception year at a 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 primary school, even if the school and nursery are located on the same premises or run by the school itself.
- 7 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 City of York Guide

for Parents which is available at www.york.gov.uk/guideforparents or upon request from the City of York School Services team. It is recommended that all applicants consider the information in the [Guide for Parents](#) before making an application.

- 8 The admission of children with an Education, Health and Care plan are covered by different admission regulations. Following negotiation, if Huntington Primary Academy has been named, a place will be allocated for these children before considering other applications.

A Admissions into Reception

- 1 Children will normally be admitted into the year group relevant to the child's age and will start full-time in the school year they turn five. All children will be offered the opportunity of a full time place from September in the year of entry.
- 2 This policy includes an option of 'delayed entry'. This means that parent/carers may secure a place at a school under the normal admission arrangements but choose to postpone their child's admission to school, as long as their admission is not delayed beyond the point at which they reach compulsory school age. A child normally reaches compulsory school age at the start of the term following their fifth birthday. The table below sets out the position:

Date of birth	Date of compulsory school age	Latest date child may start school full-time
1 September 2017 - 31 December 2017	31 December 2022	The start of the 'Spring' term in January 2023
1 January 2018 - 31 March 2018	31 March 2023	The start of the 'Summer' term in April 2023
1 April 2018 - 31 August 2018	31 August 2023	The start of the 'Autumn' term in September 2023

If you would like to delay your child's entry, so they do not start full-time in September 2022, you must still apply at the normal time. Once allocated a school place, you should then advise the school in writing of your child's intended start date and keep in regular contact with the school regarding any changes to this intended date. Start dates are

recommended to be at the start of each half term, but these can be varied by agreement with the school.

The school will hold a place for that child and not offer it to another child during the remainder of the Reception year. You should contact the school to make arrangements for admission of your child by no later than 20 school days before the intended start date. If you do not contact the school in the 20 school days before an intended and/or previously communicated start date, the school will make all reasonable efforts to contact you by telephone and in writing at any known physical address or email address. In the event that all attempts to contact you are unsuccessful, the school place may be withdrawn.

- 3 Parent/carers will also be able to request a part-time place until the start of the term after the child turns five. It is a legal requirement that all children must enter formal full-time education at the start of the term after their fifth birthday, but if you would like to discuss part-time education for your child so they do not start full-time in September 2022, you must still apply at the normal time. Once allocated a school place, you should then ask the school in writing what part-time provision may be offered, advise them of your child's intended full-time start date and keep in regular contact with the school regarding any changes to this intended date.
- 4 Some parent/carers of 'summer born' children (those children born between 01 April and 31 August) may wish to investigate the possibility of 'deferred entry' into a lower year group. If you are considering this for your child, please contact the LA [School Services team](#) who can provide you with information and advice.

If you would like to defer your child's entry, so they do not start in Reception in September 2022, but instead start Reception in September 2023, you must still apply at the normal time and parallel to your application, put a formal request in writing to defer your child's admission to a lower year group.

For the purposes of coming to a decision on such deferrals for those children living in the City of York, the LA has developed a city-wide policy and invited all other admission authorities to take part in joint arrangements. Huntington Primary Academy has adopted the City of York Delayed and Deferred Admissions Policy for the purposes of administering requests for deferred entry for 'summer born' children. More information on delayed and deferred entry can be found in the [City of York Delayed and Deferred Admissions Policy](#)

Places are not held open for children who defer entry, so parent/carers must, if their request is approved, reapply **by 15 January the following year** for a place in Reception alongside children who are one school year younger. Parent/carers may make an identical application for the same schools, or request different schools from their initial application.

Parents/carers should be aware that as the numbers of applications and preferences, and even the number of available places, may differ from year to year, that a deferral does not mean a place at the same school can be allocated one year later. It will not be known which school is allocated for an agreed deferral until 16 April in the school year the child turns 5 and the results of the application one year later **may result in a different school being allocated.**

- 5 If you would like to investigate accelerating your child's entry, so they do not start in the year group relevant to the child's age (the school year they turn five), but instead start at an earlier time, you should contact the Trust at an early stage to discuss your intentions and what the best approach might be.

If you would like to accelerate your child's entry, you should then put a formal request in writing, together with any supporting information, by no later than 29 November 2021. The Trust will then consider your request, if necessary in conjunction with other schools, the LA, early years providers and professionals.

If the request is approved, wherever possible you should submit an application as part of the normal admissions round, for the year group it has been agreed is the most appropriate for the child. Parents/carers should make it clear in their application that an application out of the usual year group has been agreed. The application will then be considered in accordance with this admissions policy. The Trust will not give the application lower priority on the basis that the child is being admitted out of their normal age group. If the request is rejected, you should apply in the usual way for your child to join their correct age group. Should parents/carers disagree with a decision to refuse their request, they should put their complaint in writing and follow the Trust's complaints policy.

- 6 Applications should be made by the closing date for applications which is 15 January 2022. Applications can be made online at www.york.gov.uk/schooladmissions. It is expected that most applications will be made online, but where applicants cannot apply online, they may request support from the Trust, LA, schools, or a paper application form known as the 'School admissions application for Primary School in September 2022'. There is no additional 'Supplementary Information Form' required to apply for a school place at Huntington Primary Academy.
- 7 When making an application, parent/carers are advised to supply any additional information that may be required to the admission authority by providing this information in writing direct to the school or 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](#).
- 8 Any school's resources, such as teachers and classrooms, have to be used carefully to ensure the best possible standards for education and a safe environment. If no limit were set on the number of children that can go to a school each year these standards could not be maintained. Infant Class Size legislation may also limit the number of pupils that

can be admitted in Reception, Year 1 and Year 2. For these reasons each school has a Published Admission Number – that is the number of places available that will be offered in the year of entry.

- 9 Applicants will be responsible for travel arrangements and the costs of travel to and from school.
- 10 Huntington Primary Academy has its own catchment area. The City of York Local Authority advises applicants 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 for Parents](#), online at www.york.gov.uk and upon request from the City of York 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 Huntington Primary Academy 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; all children who have been adopted from local authority care (subject to an adoption, residence or special guardianship order); and all children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care in a place outside of England if they were accommodated by a public

authority, a religious organisation or any other provider of care whose sole purpose is to benefit society;

It is the responsibility of parent/carers, or the child's social worker to provide the information to the admission authority that this criterion applies.

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

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

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

- 3 **Children who live within the catchment area normally served by Huntington Primary Academy.** Catchment areas are designated by the Local Authority and are made available to parent/carers in the [Guide for Parents](#), online at www.york.gov.uk, and upon request from the City of York School Services team;

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

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

It is the responsibility of parent/carers to provide the additional information where they believe this criterion applies. To be given priority on this basis, the admission authority would have to be satisfied that the child's needs were such that Huntington Primary Academy would be the most suitable school for the child.

The Trust may defer these considerations and decisions to others to consider any documentation provided by parent/carers and assess whether these needs are 'exceptional' in nature. Those applications with supporting information that the Trust determines are 'exceptional' would have to be where only Huntington Primary Academy could meet the child's need.

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

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

- 6 **Children who live closest to Huntington Primary Academy using the nearest available safe walking route.** Distances are measured by a GIS mapping system from the child's home address to the closest entrance of the school.

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

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

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

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

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

C Appeals

- 1 Applicants refused a place at the school have a statutory right of appeal. If a preference for a place at the school is refused, the applicant will be informed of the reasons and of their right of appeal. This right does not apply if they are allocated a place but it is not in their preferred year group.
- 2 Huntington Primary Academy Trust subscribes to the City of York's independent appeals procedure and any decision made under this admissions policy can be appealed using that process. Appeals are heard by an independent appeals panel and their decisions are legally binding in line with the School Admission Appeals Code. We will publish our appeals timetable on our website by 28 February 2022. Applicants who wish to appeal should contact the LA School Services team to request the correct appeal form. Appeal forms should be returned within 20 school days of the date the place was refused.
- 3 Applicants will only be able to appeal once in any one school year unless, in exceptional circumstances, the admission authority has accepted a second application because of a significant and material change in the circumstances of the parent/carer, child or school.

D False Information

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

E Late Applications

- 1 Applications received after the closing date for applications of 15 January 2022 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 admission 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. 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 policy.

F Waiting List

- 1 If a school is oversubscribed, a waiting list will be held from when offers have been made until 31 December 2022. After 31 December 2022, if there is still a waiting list, an 'in-year' waiting list is then held until the end of that school year. Beyond the first school year, refused preferences do not 'roll over' into future school years. Should applicants wish to remain on a waiting list for a future school year, they should submit a new application by 1 June in the relevant year.

- 2 A child's position on the list will be determined by the oversubscription criteria set out in Section B of this policy and will reflect their current circumstances where these circumstances have been provided to the admission authority. The list will also contain all other on-time and late preferences that have been refused or are requested. Should a place become available while the waiting list is in operation, a place will be made available to the applicant on the top of the waiting list on the day the place became available.
- 3 Applications may only be made once for each school year unless there has been a significant and material change in the circumstances of the parent/carer, child or school, which the admission authority agrees requires a new application.
- 4 Being on a waiting list does not affect a parent's/carer's right of appeal against an unsuccessful preference.

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G **Timetable**

by 12 September 2021	Guide for Parents published online at www.york.gov.uk/guideforparents
by 12 September 2021	Opening date for applications. 'School admissions application for Primary, Junior School and Secondary Schools in September 2022' form made available and online applications start to be accepted at www.york.gov.uk/schooladmissions
15 January 2021	Closing date for 'on-time' applications (both online and by paper 'School admissions application for Primary & Junior School in September 2022' form)
from 16 January 2022	Applications received may be treated as 'late'
16 April 2022	Primary & Junior National Offer Day
21 May 2022	Deadline for return of Primary & Junior appeal papers for 'on-time' applicants
1 June 2022 – 16 July 2022	Admission appeals for 'on-time' Primary & Junior applicants
September 2022	Start of the school year
31 December 2022	Waiting list for all community and voluntary controlled Primary & Junior schools closes

H Contact details for correspondence

The Chair of the Board of Trustees
Huntington Primary Academy Trust
c/o Huntington Primary Academy
North Moor Road, Huntington, York, YO32 9QT
01904 554441
huntington.primary@york.gov.uk
www.huntingtonprimaryacademy.co.uk

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Unless otherwise stated, applications under this policy will be for children to start at the school in September 2023 in Year 7

1. Introduction

Manor Church of England Academy is a Church of England school in the Diocese of York. It has been serving the young people of York and beyond since 1812, formerly as a maintained school and more recently as an academy. The school is part of Hope Learning Trust, York.

The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice for students aged 11 to 16. It encourages an understanding of the meaning and significance of the Christian faith and promotes Christian values through the experience it offers to all its students.

As a Church of England school, we welcome applications from Christian families and those of other faiths and none. We ask that all parents/carers applying for a place at the school respect the school's ethos and its importance to the whole community.

Hope Learning Trust, York (Trust) is the Admissions Authority for the school. The Trust is responsible for determining the school's admissions arrangements (including this policy) and deciding who can be offered a place in accordance with it. This admissions policy has been determined having had regard to the York Diocesan Board of Education's guidance and will be operated in accordance with City of York Council's co-ordinated admissions schemes (on which please see further below). All Admissions Authorities are required to act in accordance with the Department for Education's School Admissions Code and the relevant legislation and regulations.

For further details about how and when to apply, please see sections 2 and 5 below.

2. Application Procedures and Timetable

Please contact the school on 01904 798722 or admin@manorceacademy.org and/or your home local authority if you need any help in applying.

(a) Local Authority co-ordination of normal admissions round

The admission process for the normal admissions round (i.e. for admission to Year 7 is always co-ordinated by local authorities.

You should apply for a place at school in the normal admissions round by completing the online application form¹ of the local authority (Unitary or County Council) in the area in which you live (your "home" local authority) by 31 October 2022. You should do this even if your "home" local authority is not the City of York Council, which is the relevant local authority area for the school.

The process will give you the ability to express ranked preferences for places at any state funded school/academy, whether or not they are within your home local authority area. This allows co-ordination to take place between your home local authority, the local authorities of the schools you have applied to (if different) and the Admissions Authorities for those schools. The Admissions Authority will rank the applications of all applicants naming the school as one of their preferences and provide this information to the local authority in which the school is situated to enable co-ordination. You will then receive an offer, via your home local authority, for the highest ranking school where a place is available.² This is so that parents/carers will receive only one offer of a place at a school for their child.

¹ If you have difficulties completing the online form please contact the local authority for assistance. Alternative formats will be made available as appropriate to meet applicant needs.

² Your home local authority will advise you in the event that no places are available in any of the schools included within your application.

You will receive your offer letter from your home local authority outlining your allocated school place by 1 March 2023 and should ensure that you carefully follow the instructions contained with that letter relating to taking up the place and any other relevant matters. You will also be informed of any rights you have to appeal and the right to be placed on school waiting lists in this letter.

If your home local authority is City of York Council, applications can be made online at www.york.gov.uk/schooladmissions. If you cannot complete an online application, please contact the School Services team on 01904 551 554 for assistance. If City of York Council is not your home local authority, you should contact the home local authority for details of how to access their admission processes.

(b) Supplementary Information Form

If you are applying for priority application to the school on the basis of one of the oversubscription criteria set out in section 4 below which states that a Supplementary Information Form is required, you will also need to complete and return the attached Supplementary Information Form. This is in addition to the requirement outlined above to submit your application to your home local authority. If you are not applying for priority on the basis of one of these oversubscription criteria, there is no need to complete a Supplementary Information Form.

The completed Supplementary Information Form must reach the Trust's Admissions Clerk by 31 October 2022 (Please do not send a Supplementary Information Form to your local authority, as they will not be able to take account of the information you have provided.) Please send forms to the Trust at Manor CE Academy marked for the attention of the Admissions Clerk. **If the Supplementary Information Form has not been returned and fully completed by this date, you may lose the priority that you might otherwise have received** (please see below in relation to late applications.) You should make sure you allow the time to get any necessary supplementary information/signatures required for the Form prior to the deadline for its return.

(c) Late applications

Applications received by your home local authority after the closing date (31 October 2022) are "late applications." Their treatment will depend on the date they are received.

The Trust will consider applications that are late but which are received by [31 January 2023] at the same time as "on time" applications if the late application is accompanied by a reason as to why it is late and the Trust determines that that reason is satisfactory.

Late applications received after [31 January 2023], but before the start of the school year (01 September 2023), will always be processed as late applications. They will be considered against the same criteria as "on time" applications, assessed as at the time the application is made, but will only be considered once all "on time" applications have been processed. As such, they will have less chance of success.

Late applications received after City of York Council's period of co-ordination has ended (31 December 2022) will be considered as "in year" applications (please see section 6 on "in year" applications).

3. Admission number

The school's Published Admission Number – that is number of places available for admission to Year 7 at the school in September 2022 is 240, if no more than 240 applications are received where the school is included as a preference, places will be made available for all applicants.

4. Allocation of places

The school will admit **all children with a Statement of Special Educational Needs (SEN) or Education, Health and Care Plan (EHCP)** in whose Statement or EHCP the school is named. If your child has any such statement or EHCP, please contact your home local authority who will advise you on the process for gaining admission to the school.

The Trust will also consider applications for the inclusion of children with exceptional social or medical needs for priority.

If the number of preferences expressed for the school exceeds the number of places remaining available (after the admission of any children with a Statement of SEN or an EHCP whose Statement or EHCP names the school), priority will be awarded to applicants using the following oversubscription criteria, which will be applied in the order of priority shown.

1. Looked after children and previously looked after children

Children who are either currently or have previously been 'looked after'. This applies to all children who are currently in the care of the local authority; all children who have been adopted from local authority care (subject to an adoption, residence or special guardianship order); and all children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

2. Children satisfying the requirements for a Foundation Place (up to 121 remaining places)

Up to 121 places will be available for those applicants satisfying the requirements for a Foundation Place. The actual number of places offered under this criterion will be determined by the number of applicants eligible for a Foundation Place. If all Foundation Places are not allocated, the remainder will become available for other applicants.

To be eligible under this criterion, the applicant must be able to demonstrate the required frequency of worship by the child or at least one parent/carer. The minimum level of worship will be attendance an average of at least twice a month for at least two years immediately prior to the date of application would be classed as a very regular worshipper, and once a month as a regular worshipper. The worship must be at a regular public service at a Christian place of worship. A Christian place of worship is defined as a Church which is in full membership of Churches Together in Britain and Ireland, a local Churches Together group, the ~Evangelical Alliance and/or Affinity Churches. For up to date information on membership of Churches Together In Britain and Ireland, please visit their website at www.ctvi.org.uk.

In the event that there are more eligible applicants satisfying the minimum requirements for a Foundation Place than there are within the 121 place allocation, priority will be given as follows:

1. Applicants who are "very regular worshippers"

Applicants who demonstrate that the child or at least one parent/carer has attended worship at a regular public service at a Christian place of worship an average of at least twice a month for at least two years immediately prior to the date of application ("very regular worshippers") will get priority over others satisfying the minimum worship requirement. "Very regular worshippers" will be given priority in the following order:

A. Very regular worshippers who live within the Priority Area

The Priority Area for the school consists of the catchment areas of

(1) Rufforth Primary, (2) Poppleton Ousebank Primary, (3) StMary's VC CE Primary School, Askham Richard, (4) Skelton Primary (5) Carr Junior Primary (6) Copmanthorpe Primary

B. Other very regular worshippers

2. Applicants who are "regular worshippers"

Applicants who demonstrate that the child or at least one parent/carer has attended worship at a regular public service at a Christian place of worship an average of at least once a month for at least two years immediately prior to the date of application ("regular worshippers") will be given priority in the following order:

A. Regular worshippers who live within the Priority Area

The Priority Area for the school consists of the catchment areas of (1) Rufforth Primary, (2) Poppleton Ousebank Primary, (3) St Mary's VC CE Primary School, Askham Richard, (4) Skelton Primary and (5) Carr Junior Primary (6) Copmanthorpe Primary

B. Other Regular worshippers

If there are more eligible applications within any of the above sub-criteria than there are remaining places available, the places will be allocated within the sub-criterion in accordance with the tiebreaker outlined below.

In order to be eligible for consideration under this criterion, you will need to submit a completed Supplementary Information Form as outlined in appendix 2 below which includes verification of attendance at worship from your minister of religion.

Those falling outside the Foundation Place allocation will be considered under the next relevant criterion.

3. Children of staff employed at the school

Up to 6 places will be available for children of members of school staff. If all 6 places are not allocated, the remainder will become available for other applicants in accordance with the criteria below.

A member of staff must be employed by the academy trust and must have been employed to work at Manor academy for two or more years prior to the date of application. This includes both teaching and support staff.

In order to be eligible for consideration under this criterion, you will need to submit a completed Supplementary Application Form as outlined in appendix 2 below.

4. Children attending the Hope Learning Trust Schools of Poppleton Ousebank, Forest of Galtres, Burton Green, Baldersby St James and Skelton Primary schools [who live outside the school’s Priority Area]

Up to 20 places will be allocated by ballot to children who live outside the school’s Priority Area and who attend the above named feeder primary schools at the time of admission who live outside the school’s Priority Area Zone.

*The Priority Area Zone for the school consists of the catchment areas of (1) Rufforth Primary, (2) Poppleton Ousebank Primary, (3) St Mary’s VC CE Primary School, Askham Richard, (4) Skelton Primary and (5) Carr Junior Primary (6) Copmanthorpe Primary
No applicants living within this Priority Area will be eligible under this criterion.*

The ballot will be supervised by someone independent of the academy and the Trust. If all 20 places are not allocated, the remainder will become available for other applicants in accordance with the criteria below.

5. Children who live in the Priority Area with siblings who will be on roll at the school at the proposed date of admission

The Priority Area for the school consists of the catchment areas of (1) Rufforth Primary, (2) Poppleton Ousebank Primary, (3) St Mary’s VC CE Primary School, Askham Richard, (4) Skelton Primary and (5) Carr Junior Primary (6) Copmanthorpe Primary

“Siblings” for the purposes of this criterion are brothers or sisters living in the same house, as their primary place of residence. For the purposes of this criterion, a child will be another child’s brother or sister if they are their natural brother/sister; adopted brother/sister; half brother/sister; step brother/sister; or foster brother/sister. The definition does not include cousins or other family members sharing a house.

6. Other Children living in the Priority Area

The Priority Area for the school consists of the catchment areas of (1) Rufforth Primary, (2) Poppleton Ousebank Primary, (3) St Mary’s VC CE Primary School, Askham Richard, (4) Skelton Primary (5) Carr Junior Primary (6) Copmanthorpe Primary.

7. Children who live outside the Priority Area with siblings who will be on roll at the school at the proposed date of admission

*The Priority Area for the school consists of the catchment areas of (1) Rufforth Primary, (2) Poppleton Ousebank Primary, (3) St Mary’s VC CE Primary School, Askham Richard, (4) Skelton Primary (5) Carr Junior Primary (6) Copmanthorpe Primary
Please see criterion [5] above for the requirements and definition of siblings.*

8. Any other Children

Tie- Breaker – Save as set out at criteria 2, 3 and 4 above, if there are more applications within any given criterion or sub-criterion than there are remaining places available, the places will be allocated to children satisfying the relevant criterion or sub-criterion who live closest to the school using the nearest available safe walking route. Distances will be measured by a GIS mapping system from the child’s home address to the main entrance of the school. Where a safe walking route does not exist, we will measure along main roads including using maps from third-party mapping companies. If the measurement of the distance from home to school above does not distinguish between two or more applicants with equal priority, random allocation will be used as the final tie-breaker. This will be supervised by someone independent of the school and the Trust.

Address – You should consult your “home” local authority’s guidance on what is the child’s address for the purposes of your application. The correct address to be used for the purpose of the local authority’s application process will be used for the purpose

of applying this oversubscription criteria and the tie breaker in this policy. You may be asked to show evidence of any current or previous address and enquiries may be made to obtain verification, including of any third parties, should this be deemed necessary.

5. Time for admission

(a) Usual entry point

Children will normally be admitted into the year group relevant to their age and (save as outlined below) application should be made to that year group.

Save as outlined below, for those applying in the normal admissions round, offers will be made for a full time place in Year 7 commencing in September 2023.

(b) Deferring admission: admission outside of normal age group

Parents/carers may seek to delay their child's admission to school so that they are admitted outside of their normal age group, for example if they have experienced problems such as ill health. Parents/carers considering requesting admission out of the normal age group are encouraged to contact the school at an early stage to discuss their intentions.

The Trust will make decisions on requests for admissions outside the normal age group on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of:

- the parent's/carer's views;
- any information provided about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group; and
- where applicable, whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The Trust will also take account of the views of the headteacher in assessing the request. When informing the parent/carer of their decision on the year group the child should be admitted to, the Trust will set out clearly the reasons for the decision.

For the purposes of coming to a decision on such deferrals for those children living in the City of York, the Trust has committed to be part of the City of York Council's co-ordinated deferral policy. Further details can be found here: www.york.gov.uk/schooladmissions. As such, where a decision is covered by that policy, a co-ordinated decision will be made by York schools and academies in conjunction with the City of York Council, by which (in the absence of exceptional circumstances) schools and academies within the City will agree to be bound. Where your child deferred entry to primary school or has previously been educated outside of their age group, and this decision was made by an admissions authority in the City of York as part of a co-ordinated decision in accordance with the City of York Council's deferral policy, then you should apply for a place in Year 7 in the same way as for other children in your child's current year group. If this is not the case and your child has not previously been educated outside of their normal age group, or is new to York or the UK education system, you should request such a deferral as part of the normal admissions round where possible. As such:

- parents/carers wishing to defer admission should still apply for a school place at the normal time – i.e. by 31 October 2022.
- by the same deadline, the parent/carer should also submit a written deferral request to the headteacher of the school, together with any supporting evidence that the parent/carer wishes to be taken into account.

This will allow requests to be considered prior to National Offer Day. If the request is approved, then the application and preferences originally submitted will be considered for Year 7 and a decision will be made on the basis of the original application. If a request is not approved, parents/carers should make an "in-year" application at the appropriate time a place is required. We will endeavour to process requests to defer received after 31 October 2020 within 6 weeks from receipt.

Should parents/carers disagree with a decision to refuse their request, they should put their complaint in writing and follow the Trust's complaints policy: whilst parents/carers have a statutory right to appeal against the refusal of a place at a school for which they have applied, this right does not apply if they are offered a place at the school but it is not in their preferred age group.

(c) Accelerated admission

Exceptionally, applicants may seek a place for their child in a higher age group than their usual age group, for example if the child is gifted or talented. Parents/carers considering requesting admission to a higher age group are encouraged to contact the school

at an early stage to discuss their intentions and what the best approach might be. The request must be put in writing, addressed to the headteacher of the school, together with any supporting evidence that the parent/carer wishes to be taken into account. The Trust will make decisions on such requests on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the criteria set out in (b) above.

In order for the request to be considered prior to the normal admissions round, the request must be received by 31 October 2021. If the request is approved, wherever possible you should submit an application as part of the normal admissions round, for the year group it has been agreed is the most appropriate for the child. Parents/carers should make it clear in their application that an application out of usual year group has been agreed.³ The application will then be considered in accordance with this admissions policy. The Trust will not give the application lower priority on the basis that the child is being admitted out of their normal age group. If the request is rejected, you should apply in the usual way for your child to join their correct age group. Should parents/carers disagree with a decision to refuse their request, they should put their complaint in writing and follow the Trust's complaints policy.

6. In-year admissions

In-year admissions are admissions outside the normal admissions round.

Parents/carers may apply for a change of school for their child at any time. Please call the school on 01904 798722 or email us at admin@manorceacademy.org to find out about any in-year vacancies.

Please note that there may be several interested applicants for any available place and that the City of York Council hold waiting lists of refused and requested preferences for all year groups at all schools. There may therefore be other applicants who are more entitled to an available place at the time at which a place becomes available.

(a) Application process

The school is part of the City of York Council's co-ordinated in-year admissions scheme. As such, if the City of York Council is the home local authority, you should complete the City of York Council's in-year online application,⁴ including the school as one of your preferences, no later than 20 school days before the place is required. The online application form can be found at www.york.gov.uk/schooladmissions. The City of York Council will then liaise with the Trust as appropriate. If City of York Council is not your home authority, you should check with your home local authority whether they co-ordinate in year admissions. If they do, their procedures should be followed. Otherwise, please contact the school to obtain a copy of the school's in-year application form and return it to the school directly.

If you are applying under one of the oversubscription criteria that requires the school's Supplementary Information Form to be completed, please complete and return this to the Trust at Manor CE Academy marked for the attention of the Admissions Clerk at the same time as submitting your in-year application.

(b) Determination of application

Whilst the school does have a published admissions number of 240, this number only applies for admission into Year 7. Although a published admission number may help set class organisation in later years, decisions in relation to places in other year groups will be made primarily on class organisation. As such, a place may be refused even if the numbers on roll in the relevant year group are lower than the published admission number. In determining whether a place is to be offered, consideration will be given as to whether the admission of any additional child would prejudice the provision of efficient education or the efficient use of resources.

Where there is an available space and there are no other applications for this place, the place will be made available. Where there is an available space and there are more applications for a place than places available, priority is given in accordance with the oversubscription criteria set out above. The oversubscription criteria will be applied as at the date the place becomes available.

³ as the date of birth will fall outside the normal date of birth range for the required admissions round

⁴ If you have difficulties completing the online form please contact the local authority for assistance. Alternative formats will be made available as appropriate to meet applicant needs.

You will be notified of the outcome of your application by City of York Council or (if the City of York Council is not your home local authority) the school, who will also notify your home local authority that the place has been offered. If the application is refused, the applicant will be informed of their right to appeal and their right to be placed on the waiting list (on which please see below).

(c) Start date

Where a child is changing schools due to relocation, the place may be taken up once the school has been able to make suitable arrangements. However, where a child is changing schools for other reasons and the child's current school is within a reasonable travelling distance, it is expected that the start date will be at the start of a new half term or other suitable day as determined by the school.

(d) Fair access

Please note that the operation of this policy is subject to the City of York Council's Fair Access Protocol. This Protocol is agreed with schools within the authority to ensure that – outside the normal admissions round - unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. It also requires local authorities to ensure that no school is required to take a disproportionate number of children with challenging behaviour. The Fair Access protocol will take priority over this policy.

7. Waiting List

If the school is oversubscribed, a waiting list will be established.

Parents/carers who are not successful in obtaining a place in the normal admissions round will need to inform their home local authority in writing of their wish for their child to join the school's waiting list. The waiting list will be maintained by City of York Council.

Parents/carers who are not successful in obtaining a place following an in-year application received during the 2021/2022 academic year will automatically be placed on the waiting list.

City of York Council will maintain the waiting list on behalf of the Trust from the offer day (1 March 2022) until 31 August 2022, at which time the waiting list will be reset. Should applicants wish to remain on a waiting list for a future school year, they should submit a new application by 1 June in the relevant year, which is the date on which the waiting list will be reset and, in the absence of a new application, all names on the list will be removed. City of York Council also maintain in-year waiting lists on behalf of the Trust.

In each case, a child's position on the list will be determined by the oversubscription criteria above only and will reflect their current circumstances (where these circumstances have been provided to the Admissions Clerk). Each additional applicant or change in circumstances of an applicant which is notified to the school, will require the waiting list to be reordered in accordance with the oversubscription criteria. Should a place become available while the waiting list is in operation, a place will be made available to the applicant entitled to be on the top of the waiting list on the day the place became available.

Placing a child's name on a waiting list does not affect a parent's/carer's right of appeal against an unsuccessful application.

8. Appeals

Applicants refused a place at the school have a statutory right of appeal. If an application for a place at the school is refused, the applicant will be informed of the reasons and of their right to appeal. This right does not apply if they are offered a place at the school, but it is not in their preferred age group.

Appeals are heard by an independent appeals panel and in line with the School Admission Appeals Code. Further details will be provided in the event that your application is refused. We will also publish our appeals timetable on our website by 28 February 2023.

Applicants will only be able to appeal once in any one school year unless, in exceptional circumstances, the Trust has accepted a second application because of a significant and material change in the circumstances of the parent/carer, child or school, which has also been refused.

9. False Information

Applicants are strongly urged to complete the local authority's application and (if applicable) the school's Supplementary Information Form as accurately and fully as possible. Where an offer of a place at the school has been made on the basis of a fraudulent or intentionally misleading application which effectively denies a place to a child with a stronger claim, then under the School Admissions Code the school is able to withdraw the place. In the event that a place is withdrawn, the application will be considered afresh.

Continued (Supplementary Information form)

Manor Church of England Academy
Supplementary Information Form – 2023 Admissions

Please note that this it is only necessary to complete this form where you are applying for priority under oversubscription criteria 2, 3 and 6 in the School's admissions policy.

Child's first name:	Name of parent/carer completing form:
Child's surname:	Relationship to child:
Date of birth:	Address:
Address :	
	post code telephone number:
	post code:
Primary school attended:	Email
Do you presently have a sibling at Manor Y/N	Signature:
Name of sibling:	
Year group:	

Please indicate all relevant criteria that apply to your application and complete the relevant information:
Children satisfying the requirements for a Foundation Place (up to 121 remaining places)

Criterion	Please tick	Additional Information Required
2.1.A Foundation Place: Very regular worshipper living within the Priority Area		<i>Please note that additional information is required as set out in section 2.1.A above and that a signature is required from your minister of religion.*</i>
2.1.B Foundation place: Other very regular worshippers		<i>Please note that additional information is required as set out in section 2.1.B above and that a signature is required from your minister of religion.*</i>
2.2.A Foundation place: Regular worshippers living within the Priority Area		<i>Please note that additional information is required as set out in section 2.2.A above and that a signature is required from your minister of religion.*</i>
2.2.B Foundation place: Other regular worshippers		<i>Please note that additional information is required as set out in section 2.2.B above and that a signature is required from your minister of</i>
3 Children of staff employed at the school		<i>Name of member of staff:</i>
4 Children attending Poppleton Ousebank, Forest of Galtres and Burton Green Primary Schools [who live outside the school's Priority Area]		<i>is required as set out in section above and that a signature is required from your headteacher.*</i>

Please return this Supplementary Information Form to Manor CE Academy by 31 October 2021

Confirmation of regular attendance at worship

For completion by your minister of religion

I hereby confirm that:

- (1) The aforementioned child or at least one parent/carer of the aforementioned child has attended worship at a regular public service (please tick):
- On average at least twice a month for at least two years immediately prior to the date of application.
 - On average at least once a month for at least two years immediately prior to the date of application.
- (2) That worship has taken place at a Christian Church, being a Church with full membership of Churches Together in Britain and Ireland, a local Churches Together group, The Evangelical Alliance and /or Affinity Churches.

Name and address of place of worship attended:

Name:	
Signature:	
Position: (e.g. Vicar/Pastor/Minister/Priest)	
Correspondence address:	
Telephone number:	

**In the event that you have attended worship at different Churches during the relevant period e.g. as you have moved areas, but taken together the attendance at worship at these Churches would be sufficient to qualify for a Foundation place, please ask your Minister of Religion for each Church to complete this form specifying the relevant periods of attendance and frequency.*

Confirmation of attendance at feeder school *(for completion by your headteacher)*

I hereby confirm that the aforementioned child attends the following school (please tick):

- Poppleton Ousebank, Primary School*
- Forest of Galtres Primary School*
- Burton Green Primary School*
- Baldersby St James*
- Skelton Primary*

Name of headteacher:	
Headteacher signature:	



Diocese of Middlesbrough
Academy Admission Policy for

**Our Lady Queen of Martyrs Catholic Primary School a member of the St
Margaret Clitherow Catholic Academy Trust within City of York Local Authority**
Admission in September 2022

Our Lady Queen of Martyrs was founded by the Catholic Church to provide education for baptised Catholic children. The school is run by the Board of Directors of St. Margaret Clitherow Catholic Academy Trust as part of the Catholic Church in accordance with its Trust Deed and Articles of Association and seeks at all times to be a witness to Jesus Christ.

Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the oversubscription criteria listed below.

The Board of Directors is the Admissions Authority and is responsible for determining the academy's admissions policy. The Planned admission number for September 2022 is 60.

The partner parishes are: English Martyrs' and Our Lady's

The Admissions Policy Criteria will be applied on an Equal Preference basis.

How and When to apply

Applications must be made on the Local Authority Common Application Form. Parents applying to a Catholic Academy should also complete the Supplementary Information Form (SIF) as if the academy is oversubscribed, the information contained within the SIF will allow the Board of Directors to identify which over subscription criteria your application is to be considered against. All forms must be returned by the closing date set by the Local Authority. Failure to provide a Supplementary Information Form (SIF) could affect the category your application is placed in. Please note that it is the responsibility of the parent/carer to complete all forms and supply evidence – reminders will not be sent.

Children with an **Educational Health and Care Plan**, which following formal consultation names our academy in their plan will be admitted to the academy.

Late Applications

Any applications received after the closing date will be accepted but considered only after those received by the closing date.

Over Subscription Criteria

Parents are asked to note that admission to the Nursery unit is no guarantee of entry into the main academy.

Where there are insufficient places available to meet all parental preferences, priority will be given to applications in the following order:

(First priority in each category will be given to siblings (see note 4) that is, children who will have older brothers or sisters attending the academy in September 2022.)

1. Catholic 'children looked after' (in public care) and Catholic children previously 'looked after' but ceased to be so because they became adopted or became subject to a residence or special guardianship order immediately following having been looked after.
2. Catholic children whose home address is within the parishes of Our Lady's and English Martyrs'.
3. Other Catholic children.
4. Other 'children looked after' (in public care) and other children previously 'looked after' but ceased to be so because they became adopted or became subject to a residence or special guardianship order immediately following having been 'looked after.'
5. Children of other Christian denominations (see note 3)
6. Other children.

Additional Notes

1. Definition of Catholic

Children who have been baptised as Catholics or have been formally received into the Catholic Church. All applicants seeking admission under any of criteria 1 to 3 will be asked to provide evidence that the child has been baptised as a Catholic or has been received into the Catholic Church. A baptismal certificate or a letter from their priest confirming their baptism or reception into the Catholic Church will suffice.

2. Definition of Looked After Child in Public Care

A **looked after child** is a child who is (a) in the care of a Local Authority or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22 (1) of the Children Act 1989):

3. Definition of children of other Christian denominations.

"Children of other Christian denominations" means: children who belong to other churches and ecclesial communities which, acknowledging God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and of CYTÛN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

All applicants seeking admission under any of criteria 5 will be asked to provide evidence that they are members of another Christian denomination. A baptismal certificate or a letter from their religious leader will suffice

4. Definition of Sibling

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling and is in attendance at the same school on the date of admission.

5. Multiple Births

For multiple births where only 1 place remains, infant classes will be allowed to exceed the statutory limit where the 31st child is a twin or from multiple births. The 'excepted pupil' will be allowed for the time in Key Stage 1 or until the class numbers fall back to current class size limit.

6. Admission of a child outside their normal age group

Parents may seek a place for their child outside of their normal age group, for example if the child is gifted and talented or has experienced problems such as ill health. In addition parents of a Summer born child (born between 1st April and 31st August) may choose not to send their child to school until the September following their 5th birthday and may request that they are admitted out of their normal age group – to reception rather than Year 1. If you wish to request admission of a child outside of their normal year group you must contact the school to discuss your request four weeks before the closing date of the admission period for your child's normal year group. If the school agrees to your request you should submit your application in the application window for the deferred year in which you wish your child to be admitted to the school. **Please note – the deferred application will be considered against all other applications for entry that year based upon a strict application of the admissions criteria and agreement to deferral does not automatically mean your child will be offered a place at the academy in that year.**

Tie-breaker

Where there are places available for some, but not all applicants within a particular criterion, distance from home address to the school entrance will be the deciding factor. Distance will be measured by a GIS mapping system from the front door of the child's home address (including flats) to the main entrance of the school using the nearest available safe walking route [using the Local Authority's computerised measuring system] with those living closer to the school receiving the higher priority. If the admission number is reached at the point at which the next applicant resides in a home equal distance from the last successful place(s) offered, the last place will be offered by drawing lots. When the application of this rule would lead to the separation of twins or multiple birth siblings, both (or all) will be admitted.

Right of Appeal

Where a parent has been notified that a place is not available for a child, every effort will be made to help the parent to find a place in a suitable alternative school or academy. Parents who are refused a place have a statutory right of appeal. Further details of the appeals process are available by writing to the Chair of the Board of Directors at the academy address.

Home Address

It is the parental address, which will be used in applying the admission criteria. This means that, when stating your choice of school or academy, you should give the parental/guardian address at the time of application. The address of childminders or other family members who may share in the care of your child should not be quoted as the home address.

Waiting Lists

If your child has been refused admission, a waiting list is available where priority will be given according to the above criteria based on the information provided at the time of application. The waiting list will be open until the end of the Autumn term.

Application Information

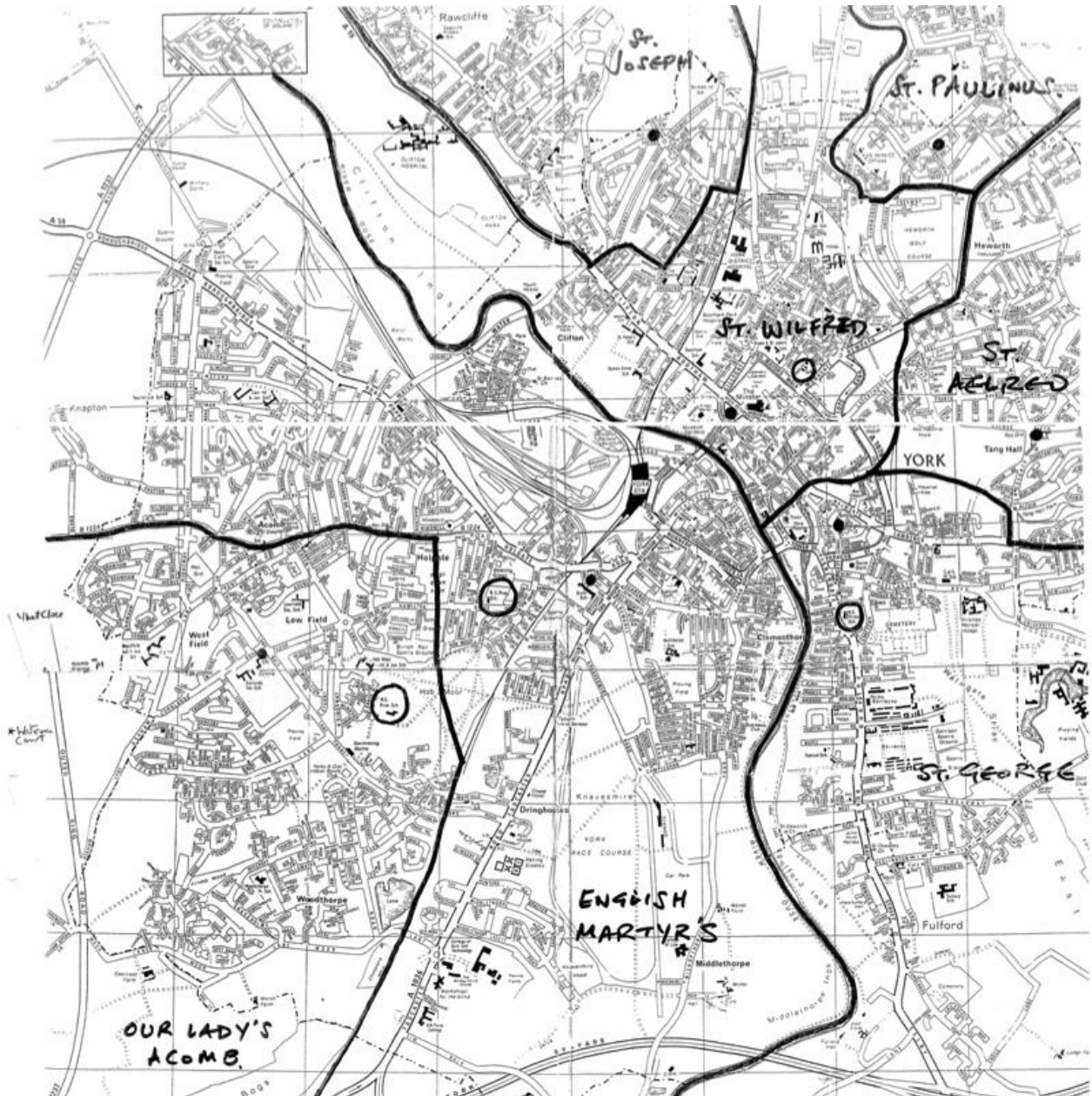
It is very helpful to have an early indication of the number of children to be admitted to the Reception class in the following September. However, it must be stressed that formal written applications for admission must be made on the form provided by the Local Authority and returned to them by the stated date. Place will then be allocated by strict application of the above criteria, with no reference to the date of application. Parents will be notified as to whether or not their child has been allocated a place according to the published Local Authority timetable.

This policy was last consulted on between (Date) and (Date)

Unless changes are proposed, the policy will next be consulted upon in

Appendix 1

Annex 1: Map of York Catholic Churches Parish Boundaries



Annex 2: Description of York Catholiic Churches Parish Boundaries

PARISH OF YORK. ST WILFRED'S

Ordnance Map No. 92 & 97

Follow Church of England Parish Boundaries when possible.

Railway Bridge Main Line, up the line to the Skelton Road, follow the centre of Skelton Road onto Skelton Crossroads. Follow the A.19 down to Water Lane, up Water Lane and edge of Sports Ground to Lunley Road, along Lunley Road to Burtonstone Lane, up Burtonstone Lane to Crichton Avenue onto the Railway Bridge, up the Railway Line to the Railway Crossing, up the Wigginton Road (B1363) to the Church of England Parish Boundary South of Sutton-on-F Forrest, Eastwards on the Church of England Parish Boundary and Southwards on the Church of England Parish Boundary West of Strensall into the River Foss West of Towthorpe. Follow the River Foss downstream i.e., Southwards to the road Fossway. Follow the centre of the Fossway Eastwards to join the West End of Muncaster Gate, follow the centre of Muncaster Gate Eastwards to the A.64, follow the A.64 South Westwards into Heworth Green, across the Gas Works, Layerthorpe, North of Duke of York Street to the Electricity Generating Station, to Foss Bridge, Tower Street, to the Fire Station on the Ouse, up the Ouse to the main line Railway Bridge.

Parish of EASINGWOLD.

Ordnance Map No. 91,92, 97.

Follow Church of England Parish Boundaries when possible.

Start junction of Swale and Ure. Follow Swale North to Church of England *NORTH* Boundary of Brafferton. Follow C.of.E. Parish Boundary East between Thormanby and Carlton Husthwaite. Still Eastwards North Of Husthwaite and South Of Coxwold, North of Oulston to upper Foss Lake here leave Parish Boundary and go East upstream towards Yearsley. Follow Footpath to the road just West of Manor House Farm. Follow straight line from this point to the tumulus East of Intake Lodge and on to Dale Wood, upstream and follow parish Boundary of Yearsley and South of Cou lton, East of Scackleton, Southwards East of Whenby and still Southwards East of Farlington and East of Sutton on Forest. Now Westwards South of Sutton on Forest and South of Tollerton to follow River kyle into the Ouse and follow Ouse to the Ure and to the Swale.

Parish of YORK. ST. PAULINUS

Ordnance Map Nos. 92 and 97

Follow Church of England Parish Boundaries when possible.

Junction of Muncaster Gate and Malton Road, follow centre of Muncaster Gate Westwards and centre of Fossway North Westwards into the River Foss. Follow the River Foss upstream to point west of Towthorpe, then follow upstream the Church of England Parish Boundary on the tributary Beck until the Church of England Parish Boundary joins the Church of England Parish Boundary South-east of Sutton-on-Forrest. Then follow the Church of England Parish Boundary Northwards keeping West of Sheriff Hutton, East of Ferlington, East of Whenby, South of Terrington, East of Sheriff Hutton, West of Thornton-le-Clay, North of Flaxton to the A.64, and follow the A.64 South Westwards to the Junction with Muncaster Gate.

Parish of York St. Joseph.

Ordnance Map No. 97.

Follow Church of England Boundaries when possible.

Skelton Crossroads North up A19. to Hurns Bridge up the Beck on Parish Boundary to Road East of Skipton follow Parish Boundary eastwards on Sutton Forrest Parish Boundary to Road B.1363 South of Broad Oak follow this road Southwards to the Railway Bridge to Crickton Ave, to Burtonstone Lane to Lumley Road along the edge of the Sports Ground to Water Lane. Water Lane to A.19. up A19 to Skelton Crossroads.

Parish of York St. Aelred

Ordnance Map No.

Follow Church of England Parish Boundaries when possible.

Electricity Gen. Station at Tang Hall Beck South of Railway Line, across to Osbaldwick Beck, down Beck to a line between Abbotsford Road and Melrose Gate to the Hull Road (centre) (A.1079) Follow road to the River Derwent at Kexby, up the River Derwent to the Stamford Bridge Church of England Parish Boundary. Follow the Parish Boundary round Stamford Bridge to Flawith Beck, Flawith Beck back to the River Derwent, up to the Howsham Parish Boundary. Follow the Howsham Parish Boundary South of Barton -le- Willows to A.64. Follow A.64 back to Malton Road, Heworth Green and across the Gas Works at Mill Lane to Layerthorpe North of Duke of York Street across Hall Field Road to the Electricity Station.

Annex 3

**OUR LADY QUEEN OF MARTYRS
ROMAN CATHOLIC VOLUNTARY AIDED PRIMARY SCHOOL**

SUPPLEMENTARY INFORMATION FORM

Completion of this form does not constitute a formal application for a School place. For Reception admissions, an application should still be made to the Local Authority by 15 January, preferably online at www.york.gov.uk/schooladmissions. Failure to complete the Local Authority application at the appropriate time will mean that your application will not be considered.

Attendance at Our Lady Queen of Martyrs RC Primary School does not form part of any Secondary School's Admission arrangements – eg the School is not a named feeder School for All Saints' RC School.

Please complete this form and return it to Our Lady Queen of Martyrs RC VA Primary School, Hamilton Drive, York, YO24 4JW with a copy of your child's Birth Certificate and Baptism Certificate (if appropriate) to support your application. Failure to provide the necessary Certificates at the point of application will mean that you will not have provided all relevant information for us to consider your preference in the most relevant criterion when we prioritise places.

In line with General Data Protection Regulations, our Privacy Notice can be found online at www.olqm.co.uk

CHILD'S LEGAL SURNAME	CHILD'S FORENAME(S)
-----------------------	---------------------

DATE OF BIRTH	MALE/FEMALE
---------------	-------------

Please enclose a copy of the child's Birth Certificate with this Supplementary Information Form

HOME ADDRESS OF CHILD:
POSTCODE: (If this is not the permanent address of the child then you may like to seek the guidance of your Local Authority)

RELIGION (Catholic, Church of England etc)	DATE & PLACE OF BAPTISM
--	-------------------------

If your child is Baptised please enclose a copy of the child's Baptism Certificate with this Supplementary Information Form

Please indicate the name, date of birth and current Class of any other children in your household who are currently attending Our Lady Queen of Martyrs in our Reception – Year 5 Classes

Name	DOB	Class
Name	DOB	Class
Name	DOB	Class

IN THE CARE OF A LOCAL AUTHORITY

Is your child looked after by a Local Authority? Yes No

If Yes, please give details of which Local Authority and the name of the Social Worker

Has your child been adopted from the care of a Local Authority? Yes No

If Yes, please give brief details

PARENTS OR CARERS - Please give full details of all persons who have legal contact/parental responsibility

We may use your contact details if we have any queries regarding your application.

PARENT/CARER 1

TITLE & SURNAME: FORENAME:

ADDRESS (if different from above)

TELEPHONE NUMBER: MOBILE NUMBER:

EMAIL:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

RELATIONSHIP TO CHILD: PARENTAL RESPONSIBILITY: Yes/No

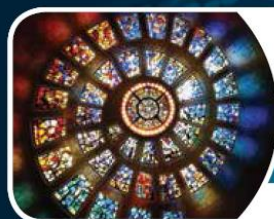
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Pathfinder Multi Academy Trust

Admissions Policy

2022-2023

DRAFT



Pathfinder

Multi Academy Trust

A PARTNERSHIP OF CHURCH AND COMMUNITY SCHOOLS

Introduction

1 This policy applies to applications for the following schools for whom the Pathfinder Multi Academy Trust is the admission authority, which are located within the City of York Local Authority area, and which do not have separate admission arrangements. These schools are:

- Acomb Primary School
- Badger Hill Primary School
- Clifton with Rawcliffe Primary School
- Hempland Primary School
- New Earswick Primary School
- Rufforth Primary School
- Tang Hall Primary School

The Pathfinder Multi Academy Trust is also the admission authority for the following York schools that are not covered by this policy, but instead have their own separate admission arrangements. These schools are:

- Archbishop Holgate's CE School
- Heworth CE Primary School
- St Lawrence's CE Primary School

You can view these other policies by contacting these schools directly, or online at www.york.gov.uk/schooladmissions

2 This policy applies in the primary admissions round, that is when applying for a place in Reception as the normal year of entry to start primary school for the first time.

- 3 The Published Admission Number (PAN) is the number of pupils it is intended to admit into the first year group of school. This number differs for each school and for 2022-2023 these PANs are:
- for Acomb Primary School, 45 places
 - for Badger Hill Primary School, 30 places
 - for Clifton with Rawcliffe Primary School, 90 places
 - for Hempland Primary School, 60 places
 - for New Earswick Primary School, 30 places
 - for Rufforth Primary School, 15 places
 - for Tang Hall Primary School, 30 places
- 4 This policy complies with and operates within the City of York Coordinated Admissions Scheme for Primary and Infant Schools in the City of York Local Authority area. The admission authority for these schools is the trust board of the Pathfinder Multi Academy Trust.
- 5 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. Where applications for an in-year place are received, whether a place can be offered will depend upon the availability of places in the relevant class/year group. If there are more applications for a place than places available, then the oversubscription criteria as in Section B of this policy will be applied to ascertain which child is most entitled to a place.
- 6 The admission of children into the Reception year at a 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 primary school, even if the school and nursery are located on the same premises or run by the school itself.
- 7 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 City of York Guide for Parents which is available at www.york.gov.uk/guideforparents or upon request from the City of York School Services team. It is

recommended that all applicants consider the information in the [Guide for Parents](#) before making an application.

- 8 The admission of children with an Education, Health and Care plan are covered by different admission regulations. Following negotiation, if a school within the Pathfinder Multi Academy Trust has been named, a place will be allocated for these children before considering other applications.

A Admissions into Reception

- 1 Children will normally be admitted into the year group relevant to the child's age and will start full-time in the school year they turn five. All children will be offered the opportunity of a full time place from September in the year of entry.
- 2 This policy includes an option of 'delayed entry'. This means that parent/carers may secure a place at a school under the normal admission arrangements but choose to postpone their child's admission to school, as long as their admission is not delayed beyond the point at which they reach compulsory school age. A child normally reaches compulsory school age at the start of the term following their fifth birthday. The table below sets out the position:

Date of birth	Date of compulsory school age	Latest date child may start school full-time
1 September 2017 - 31 December 2017	31 December 2022	The start of the 'Spring' term in January 2023
1 January 2018 - 31 March 2018	31 March 2023	The start of the 'Summer' term in April 2023
1 April 2018 - 31 August 2018	31 August 2023	[The start of the 'Autumn' term in September 2023

If you would like to delay your child's entry, so they do not start full-time in September 2022, you must still apply at the normal time. Once allocated a school place, you should then advise the school in writing of your child's intended start date and keep in regular contact with the school regarding any changes to this intended date. Start dates are

recommended to be at the start of each half term, but these can be varied by agreement with the school.

The school will hold a place for that child and not offer it to another child during the remainder of the Reception year. You should contact the school to make arrangements for admission of your child by no later than 20 school days before the intended start date. If you do not contact the school in the 20 school days before an intended and/or previously communicated start date, the school will make all reasonable efforts to contact you by telephone and in writing at any known physical address or email address. In the event that all attempts to contact you are unsuccessful, the school place may be withdrawn.

- 3 Parent/carers will also be able to request a part-time place until the start of the term after the child turns five. It is a legal requirement that all children must enter formal full-time education at the start of the term after their fifth birthday, but if you would like to discuss part-time education for your child so they do not start full-time in September 2022, you must still apply at the normal time. Once allocated a school place, you should then ask the school in writing what part-time provision may be offered, advise them of your child's intended full-time start date and keep in regular contact with the school regarding any changes to this intended date.
- 4 Some parent/carers of 'summer born' children (those children born between 01 April and 31 August) may wish to investigate the possibility of 'deferred entry' into a lower year group. If you are considering this for your child, please contact the LA [School Services team](#) who can provide you with information and advice.

If you would like to defer your child's entry, so they do not start in Reception in September 2022, but instead start Reception in September 2023, you must still apply at the normal time and parallel to your application, put a formal request in writing to defer your child's admission to a lower year group.

For the purposes of coming to a decision on such deferrals for those children living in the City of York, the LA has developed a city-wide policy and invited all other admission authorities to take part in joint arrangements. Pathfinder Multi Academy Trust has adopted the City of York Delayed and Deferred Admissions Policy for the purposes of administering requests for deferred entry for 'summer born' children. More information on delayed and deferred entry can be found in the [City of York Delayed and Deferred Admissions Policy](#).

Places are not held open for children who defer entry, so parent/carers must, if their request is approved, reapply **by 15 January the following year** for a place in Reception alongside children who are one school year younger. Parent/carers may make an identical application for the same schools, or request different schools from their initial application.

Parents/carers should be aware that as the numbers of applications and preferences, and even the number of available places, may differ from year to year, that a deferral does not mean a place at the same school can be allocated one year later. It will not be known which school is allocated for an agreed deferral until 16 April in the school year the child turns 5 and the results of the application one year later **may result in a different school being allocated**.

- 5 If you would like to investigate accelerating your child's entry, so they do not start in the year group relevant to the child's age (the school year they turn five), but instead start at an earlier time, you should contact the Trust at an early stage to discuss your intentions and what the best approach might be.

If you would like to accelerate your child's entry, you should then put a formal request in writing, together with any supporting information, by no later than 29 November 2021. The Trust will then consider your request, if necessary in conjunction with other schools, the LA, early years providers and professionals.

If the request is approved, wherever possible you should submit an application as part of the normal admissions round, for the year group it has been agreed is the most appropriate for the child. Parents/carers should make it clear in their application that an application out of the usual year group has been agreed. The application will then be considered in accordance with this admissions policy. The Trust will not give the application lower priority on the basis that the child is being admitted out of their normal age group. If the request is rejected, you should apply in the usual way for your child to join their correct age group. Should parents/carers disagree with a decision to refuse their request, they should put their complaint in writing and follow the Trust's complaints policy.

- 6 Applications should be made by the closing date for applications which is 15 January 2022. Applications can be made online at www.york.gov.uk/schooladmissions. It is expected that most applications will be made online, but where applicants cannot apply online, they may request support from the Trust, LA, schools, or a paper application form known as the 'School admissions application for Primary School in September 2022'. There is no additional 'Supplementary Information Form' required to apply for a school place at any Pathfinder Multi Academy Trust school covered by this policy.
- 7 When making an application, parent/carers are advised to supply any additional information that may be required to the admission authority by providing this information in writing direct to the school or 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](#).
- 8 Any school's resources, such as teachers and classrooms, have to be used carefully to ensure the best possible standards for education and a safe environment. If no limit were set on the number of children that can go to a school each year these standards could not be maintained. Infant Class Size legislation may also limit the number of pupils that can

be admitted in Reception, Year 1 and Year 2. For these reasons each school has a Published Admission Number – that is the number of places available that will be offered in the year of entry.

- 9 Applicants will be responsible for travel arrangements and the costs of travel to and from school.
- 10 Acomb Primary School, Badger Hill Primary School, Clifton with Rawcliffe Primary School, Hempland Primary School, New Earswick Primary School Rufforth Primary School and Tang Hall Primary School each have their own catchment area. The City of York Local Authority advises applicants 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 for Parents](#), online at www.york.gov.uk and upon request from the City of York 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; all children who have been adopted from local authority care (subject to an adoption, residence or special guardianship order); and all children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care in a place outside of England if

they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society;

It is the responsibility of parent/carers, or the child's social worker to provide the information to the admission authority that this criterion applies.

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

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

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

- 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 for Parents](#), online at www.york.gov.uk, and upon request from the City of York School Services team;

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

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

It is the responsibility of parent/carers to provide the additional information where they believe this criterion applies. To be given priority on this basis, the admission authority would have to be satisfied that the child's needs were such that the preferred school would be the most suitable school for the child.

The Trust may defer these considerations and decisions to others to consider any documentation provided by parent/carers and assess whether these needs are 'exceptional' in nature. Those applications with supporting information that the Trust determines are 'exceptional' would have to be where only the preferred school could meet the child's need.

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

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

- 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 closest entrance of the school.

Distances are measured using a system of walking routes rather than straight line distances to better reflect the length of the journey from

home to school. Within a contiguous urban area these routes are those that are properly paved and lit alongside roads and other walkways and do not include the York outer ring road. Outside a contiguous urban area, for example for applications from outside the City of York area, these distances continue to be measured along the road network.

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

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

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

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

C Appeals

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

- 2 Pathfinder Multi Academy Trust subscribes to the City of York's independent appeals procedure and any decision made under this admissions policy can be appealed using that process. Appeals are heard by an independent appeals panel and their decisions are legally binding in line with the School Admission Appeals Code. We will publish our appeals timetable on our website by 28 February 2022. Applicants who wish to appeal should contact the LA School Services team to request the correct appeal form. Appeal forms should be returned within 20 school days of the date the place was refused.
- 3 Applicants will only be able to appeal once in any one school year unless, in exceptional circumstances, the admission authority has accepted a second application because of a significant and material change in the circumstances of the parent/carer, child or school.

D False Information

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

E Late Applications

- 1 Applications received after the closing date for applications of 15 January 2022 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 admission 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. 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 policy.

F **Waiting List**

- 1 If a school is oversubscribed, a waiting list will be held from when offers have been made until 31 December 2022. After 31 December 2022, if there is still a waiting list, an 'in-year' waiting list is then held until the end of that school year. Beyond the first school year, refused preferences do not 'roll over' into future school years. Should applicants wish to remain on a waiting list for a future school year, they should submit a new application by 1 June in the relevant year.
- 2 A child's position on the list will be determined by the oversubscription criteria set out in Section B of this policy and will reflect their current circumstances where these circumstances have been provided to the admission authority. The list will also contain all other on-time and late preferences that have been refused or are requested. Should a place become available while the waiting list is in operation, a place will be made available to the applicant on the top of the waiting list on the day the place became available.
- 3 Applications may only be made once for each school year unless there has been a significant and material change in the circumstances of the parent/carer, child or school, which the admission authority agrees requires a new application.
- 4 Being on a waiting list does not affect a parent's/carer's right of appeal against an unsuccessful preference.

G Timetable

by 12 September 2021	Guide for Parents published online at www.york.gov.uk/guideforparents
by 12 September 2021	Opening date for applications. 'School admissions application for Primary, Junior School and Secondary Schools in September 2022' form made available and online applications start to be accepted at www.york.gov.uk/schooladmissions
15 January 2021	Closing date for 'on-time' applications (both online and by paper 'School admissions application for Primary & Junior School in September 2022' form)
from 16 January 2022	Applications received may be treated as 'late'
16 April 2022	Primary & Junior National Offer Day
21 May 2022	Deadline for return of Primary & Junior appeal papers for 'on-time' applicants
1 June 2022 – 16 July 2022	Admission appeals for 'on-time' Primary & Junior applicants
September 2022	Start of the school year

H Contact details for correspondence

The Chair of the MAT Board
Pathfinder Multi Academy Trust
Hull Road, York, YO10 5ZA
01904 411341
www.pathfindermat.co.uk

I Schools in the Pathfinder Multi Academy Trust covered by this policy

Acomb Primary School (Primary, 5-11)
Badger Hill Primary School (Primary, 5-11)
Clifton with Rawcliffe Primary School (Primary, 5-11)
Hempland Primary School (Primary, 5-11)
New Earswick Primary School (Primary, 5-11)
Rufforth Primary School (Primary, 5-11)
Tang Hall Primary School (Primary, 5-11)

[View school contact details on the City of York website](#)

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South Bank Academy Trust

Admissions Policy

2022 – 2023



**SOUTH BANK
ACADEMY
TRUST**

Introduction

1 This policy applies to applications for schools for whom the South Bank Academy Trust is the admission authority, which are located within the City of York Local Authority area. These schools are:

- Knavesmire Primary School
- Millthorpe School
- Scarcroft Primary School
- Woodthorpe Primary School
- Carr Junior School
- York High School

The Trust is responsible for determining the school's admissions arrangements (including this policy) and deciding who can be allocated a place in accordance with it.

2 This policy applies in the following admissions rounds:

- for Knavesmire Primary School, Scarcroft Primary School and Woodthorpe Primary School - the primary admissions round, that is when applying for a place in Reception as the normal year of entry to start primary school for the first time;
- for Carr Junior School - 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.
- for Millthorpe School and York High School - 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.

3 The Pub

lished Admission Number (PAN) is the number of pupils it is intended to admit into the first year group of school. This number differs for each school and for 2022 – 2023 these PANs are:

- for Knavesmire Primary School, 60 places
- for Millthorpe School, 212 places
- for Scarcroft Primary School, 60 places
- for Woodthorpe Primary School, 60 places
- for Carr Junior School, 90 place
- for York High School, 180 places

4 This policy complies with and operates within the relevant City of York Coordinated Admissions Schemes in the City of York Local Authority area. The admission authority for these schools is the trust board of the South Bank Academy Trust.

5 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. Where applications for an in-year place are received, whether a place can be offered will depend upon the availability of places in the relevant class/year group. If there are more applications for a place than places available, then the oversubscription criteria as in Section C of this policy will be applied to ascertain which child is most entitled to a place.

6 The admission of children into the Reception year at a 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 primary school, even if the school and nursery are located on the same premises or run by the school itself.

7 Attendance at a particular primary school does not give a child any guaranteed priority for admission to a junior or secondary school, even if

both schools are within the South Bank Academy Trust, located on the same premises, or run by or share the same leadership or resources.

- 8 Advice and information for parent/carers on school admissions, including **key information that applies to all applications** as well as some frequently asked questions are available in the City of York Guide for Parents which is available at www.york.gov.uk/guideforparents or upon request from the City of York School Services team. It is recommended that all applicants consider the information in the [Guide for Parents](#) before making an application.
- 9 The admission of children with an Education, Health and Care plan are covered by different admission regulations. Following negotiation, if a school within the South Bank Academy Trust has been named, a place will be allocated for these children before considering other applications.

A Admissions into Reception

- 1 Children will normally be admitted into the year group relevant to the child's age and will start full-time in the school year they turn five. All children will be offered the opportunity of a full time place from September in the year of entry.
- 2 This policy includes an option of 'delayed entry'. This means that parent/carers may secure a place at a school under the normal admission arrangements but choose to postpone their child's admission to school, as long as their admission is not delayed beyond the point at which they reach compulsory school age. A child normally reaches compulsory school age at the start of the term following their fifth birthday. The table below sets out the position:

Date of birth	Date of compulsory school age	Latest date child may start school full-time
1 September 2017 - 31 December 2017	31 December 2022	The start of the 'Spring' term in January 2023

1 January 2018 - 31 March 2018	31 March 2023	The start of the 'Summer' term in April 2023
1 April 2018 - 31 August 2018	31 August 2023	[The start of the 'Autumn' term in September 2023

If you would like to delay your child's entry, so they do not start full-time in September 2022, you must still apply at the normal time. Once allocated a school place, you should then advise the school in writing of your child's intended start date and keep in regular contact with the school regarding any changes to this intended date. Start dates are recommended to be at the start of each half term, but these can be varied by agreement with the school.

The school will hold a place for that child and not offer it to another child during the remainder of the Reception year. You should contact the school to make arrangements for admission of your child by no later than 20 school days before the intended start date. If you do not contact the school in the 20 school days before an intended and/or previously communicated start date, the school will make all reasonable efforts to contact you by telephone and in writing at any known physical address or email address. In the event that all attempts to contact you are unsuccessful, the school place may be withdrawn.

- 3 Parent/carers will also be able to request a part-time place until the start of the term after the child turns five. It is a legal requirement that all children must enter formal full-time education at the start of the term after their fifth birthday, but if you would like to discuss part-time education for your child so they do not start full-time in September 2022, you must still apply at the normal time. Once allocated a school place, you should then ask the school in writing what part-time provision may be offered, advise them of your child's intended full-time start date and keep in regular contact with the school regarding any changes to this intended date.
- 4 Some parent/carers of 'summer born' children (those children born between 01 April and 31 August) may wish to investigate the possibility of 'deferred entry' into a lower year group. If you are considering this for

your child, please contact the LA [School Services team](#) who can provide you with information and advice.

If you would like to defer your child's entry, so they do not start in Reception in September 2022, but instead start Reception in September 2023, you must still apply at the normal time and parallel to your application, put a formal request in writing to defer your child's admission to a lower year group.

For the purposes of coming to a decision on such deferrals for those children living in the City of York, the LA has developed a city-wide policy and invited all other admission authorities to take part in joint arrangements. South Bank Academy Trust has adopted the City of York Delayed and Deferred Admissions Policy for the purposes of administering requests for deferred entry for 'summer born' children. More information on delayed and deferred entry can be found in the [City of York Delayed and Deferred Admissions Policy](#).

Places are not held open for children who defer entry, so parent/carers must, if their request is approved, reapply **by 15 January the following year** for a place in Reception alongside children who are one school year younger. Parent/carers may make an identical application for the same schools, or request different schools from their initial application.

Parents/carers should be aware that as the numbers of applications and preferences, and even the number of available places, may differ from year to year, that a deferral does not mean a place at the same school can be allocated one year later. It will not be known which school is allocated for an agreed deferral until 16 April in the school year the child turns 5 and the results of the application one year later **may result in a different school being allocated**.

- 5 If you would like to investigate accelerating your child's entry, so they do not start in the year group relevant to the child's age (the school year they turn five), but instead start at an earlier time, you should contact the Trust

at an early stage to discuss your intentions and what the best approach might be.

If you would like to accelerate your child's entry, you should then put a formal request in writing, together with any supporting information, by no later than 29 November 2021. The Trust will then consider your request, if necessary in conjunction with other schools, the LA, early years providers and professionals.

If the request is approved, wherever possible you should submit an application as part of the normal admissions round, for the year group it has been agreed is the most appropriate for the child. Parents/carers should make it clear in their application that an application out of the usual year group has been agreed. The application will then be considered in accordance with this admissions policy. The Trust will not give the application lower priority on the basis that the child is being admitted out of their normal age group. If the request is rejected, you should apply in the usual way for your child to join their correct age group. Should parents/carers disagree with a decision to refuse their request, they should put their complaint in writing and follow the Trust's complaints policy.

- 6 Applications should be made by the closing date for applications which is 15 January 2022. Applications can be made online at www.york.gov.uk/schooladmissions. It is expected that most applications will be made online, but where applicants cannot apply online, they may request support from the Trust, LA, schools, or a paper application form known as the 'School admissions application for Primary School in September 2022'. There is no additional 'Supplementary Information Form' required to apply for a school place at any South Bank Academy Trust school covered by this policy.
- 7 When making an application, parent/carers are advised to supply any additional information that may be required to the admission authority by providing this information in writing direct to the school or 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](#).

- 8 Any school's resources, such as teachers and classrooms, have to be used carefully to ensure the best possible standards for education and a safe environment. If no limit were set on the number of children that can go to a school each year these standards could not be maintained. Infant Class Size legislation may also limit the number of pupils that can be admitted in Reception, Year 1 and Year 2. For these reasons each school has a Published Admission Number – that is the number of places available that will be offered in the year of entry.
- 9 Applicants will be responsible for travel arrangements and the costs of travel to and from school.
- 10 Knavesmire Primary School, Scarcroft Primary School and Woodthorpe Primary School each have their own catchment area. The City of York Local Authority advises applicants 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 for Parents](#), online at www.york.gov.uk and upon request from the City of York School Services team

B Admissions into Year 3

- 1 Pupils will normally be admitted into the year group relevant to the pupil's age.

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

If you would like to accelerate your child's entry, you should then put a formal request in writing, together with any supporting information, and details of whether your child has previously been educated out of their chronological age group, by no later than 29 November 2021. The Trust will then consider your request, if necessary in conjunction with other schools and professionals.

If the request is approved, wherever possible you should submit an application as part of the normal admissions round, for the year group it has been agreed is the most appropriate for the child. Parents/carers should make it clear in their application that an application out of the usual year group has been agreed. The application will then be considered in accordance with this admissions policy. The Trust will not give the application lower priority on the basis that the child is being admitted out of their normal age group. If the request is rejected, you should apply in the usual way for your child to join their correct age group. Should parents/carers disagree with a decision to refuse their request, they should put their complaint in writing and follow the Trust's complaints policy.

- 3 Applications should be made by the closing date for applications which is 15 January 2022. Applications can be made online at www.york.gov.uk/schooladmissions. It is expected that most applications will be made online, but where applicants cannot apply online, they may request support from the Trust, the LA, schools, or a paper application form known as the 'School admission application for Junior School in September 2022'.
- 4 When making an application, parent/carers are advised to supply any additional information that may be required to the admission 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](#).

- 5 Any school's resources, such as teachers and classrooms, have to be used carefully to ensure the best possible standards for education and a safe environment. If no limit were set on the number of pupils that can go to a school each year these standards could not be maintained. For this reason each school has a Published Admission Number – that is the number of places available that will be offered in the year of entry.
- 6 Applicants may be successful in obtaining a place at a school that does not serve the local 'catchment' area in which they live. If allocated a place at such a school, applicants will be responsible for travel arrangements and the costs of travel to and from school.
- 7 Carr Junior School has their own catchment area. The City of York Local Authority advises applicants 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 for Parents](#), online at www.york.gov.uk and upon request from the City of York School Services team.

C Admissions into Year 7

- 1 Pupils will normally be admitted into the year group relevant to the pupil's age.
- 2 If you would like to investigate accelerating your child's entry, so they do not start in the year group relevant to the child's age, but instead start at

an earlier time, you should contact the Trust at an early stage to discuss your intentions and what the best approach might be.

If you would like to accelerate your child's entry, you should then put a formal request in writing, together with any supporting information, and details of whether your child has previously been educated out of their chronological age group, by no later than 29 November 2021. The Trust will then consider your request, if necessary in conjunction with other schools and professionals.

If the request is approved, wherever possible you should submit an application as part of the normal admissions round, for the year group it has been agreed is the most appropriate for the child. Parents/carers should make it clear in their application that an application out of the usual year group has been agreed. The application will then be considered in accordance with this admissions policy. The Trust will not give the application lower priority on the basis that the child is being admitted out of their normal age group. If the request is rejected, you should apply in the usual way for your child to join their correct age group. Should parents/carers disagree with a decision to refuse their request, they should put their complaint in writing and follow the Trust's complaints policy.

- 3 Applications should be made by the closing date for applications which is 31 October 2021. Applications can be made online at www.york.gov.uk/schooladmissions. It is expected that most applications will be made online, but where applicants cannot apply online, they may request support from the Trust, LA, schools, or a paper application form known as the 'School admissions application for Secondary School in September 2022'. There is no additional 'Supplementary Information Form' required to apply for a school place at any South Bank Academy Trust school covered by this policy.
- 4 When making an application, parent/carers are advised to supply any additional information that may be required to the admission authority by providing this information in writing direct to the school or 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 pupils that can go to a school each year these standards could not be maintained. For this reason each school has a Published Admission Number – that is the number of places available that will be offered in the year of entry.
- 6 Applicants will be responsible for travel arrangements and the costs of travel to and from school.
- 7 Millthorpe School and York High School each have their own catchment area. The City of York Local Authority advises applicants 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 for Parents](#), online at www.york.gov.uk and upon request from the City of York School Services team

D Oversubscription criteria (Primary and Secondary)

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; all children who have been adopted from local authority care (subject to an adoption, residence or special guardianship order); and all children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society;

It is the responsibility of parent/carers, or the child's social worker to provide the information to the admission authority that this criterion applies.

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

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

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

- 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 for Parents](#), online at

www.york.gov.uk, and upon request from the City of York School Services team;

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

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

It is the responsibility of parent/carers to provide the additional information where they believe this criterion applies. To be given priority on this basis, the admission authority would have to be satisfied that the child's needs were such that the preferred school would be the most suitable school for the child.

The Trust may defer these considerations and decisions to others to consider any documentation provided by parent/carers and assess whether these needs are 'exceptional' in nature. Those applications with supporting information that the Trust determines are 'exceptional' would have to be where only the preferred school could meet the child's need.

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

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

- 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 closest entrance of the school.

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

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

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

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

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

E Oversubscription criteria (Junior)

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; all children who have been adopted from local authority care (subject to an adoption, residence or special guardianship order); and all children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society;

It is the responsibility of parent/carers, or the child's social worker to provide the information to the admission authority that this criterion applies.

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

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

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

- 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 for Parents](#), online at www.york.gov.uk, and upon request from the City of York School Services team;

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

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

It is the responsibility of parent/carers to provide the additional information where they believe this criterion applies. To be given priority on this basis, the admission authority would have to be satisfied that the child's needs were such that the preferred school would be the most suitable school for the child.

The Trust may defer these considerations and decisions to others to consider any documentation provided by parent/carers and assess whether these needs are 'exceptional' in nature. Those applications with supporting information that the Trust determines are 'exceptional' would have to be where only the preferred school could meet the child's need.

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

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

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

- 7 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 closest entrance of the school.

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

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

- first, to the child(ren) who also fulfil the next highest priority;

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

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

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

F Appeals

- 1 Applicants refused a place at the school have a statutory right of appeal. If a preference for a place at the school is refused, the applicant will be informed of the reasons and of their right of appeal. This right does not apply if they are allocated a place but it is not in their preferred year group.
- 2 South Bank Academy Trust subscribes to the City of York's independent appeals procedure and any decision made under this admissions policy can be appealed using that process. Appeals are heard by an independent appeals panel and their decisions are legally binding in line with the School Admission Appeals Code. We will publish our appeals timetable on our website by 28 February 2020. Applicants who wish to appeal should contact the LA School Services team to request the correct appeal form. Appeal forms should be returned within 20 school days of the date the place was refused.
- 3 Applicants will only be able to appeal once in any one school year unless, in exceptional circumstances, the admission authority has accepted a

second application because of a significant and material change in the circumstances of the parent/carer, child or school.

G 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.

H Late Applications

- 1 Applications received after the relevant closing date for applications of may be treated as 'late' applications – that is processed after all 'on-time' applications.
 - For applications for Knavesmire Primary School, Scarcroft Primary School and Woodthorpe Primary School – in the primary admissions round, applications will be treated as late after 15 January 2022;
 - For applications for Carr Junior School – in the junior round, applications will be treated as late after 15 January 2022
 - For applications for Millthorpe School and York High School – in the secondary admissions round, applications will be treated as late from 01 November 2021.
- 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 admission 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. 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 G of this policy.

I Waiting List

- 1 If a school is oversubscribed, a waiting list will be held from when offers have been made until 31 December 2022. After 31 December 2022, if there is still a waiting list, an 'in-year' waiting list is then held until the end of that school year. Beyond the first school year, refused preferences do not 'roll over' into future school years. Should applicants wish to remain on a waiting list for a future school year, they should submit a new application by 1 June in the relevant year.
- 2 A child's position on the list will be determined by the oversubscription criteria set out in Section C of this policy and will reflect their current circumstances where these circumstances have been provided to the admission authority. The list will also contain all other on-time and late preferences that have been refused or are requested. Should a place become available while the waiting list is in operation, a place will be made available to the applicant on the top of the waiting list on the day the place became available.
- 3 Applications may only be made once for each school year unless there has been a significant and material change in the circumstances of the parent/carer, child or school, which the admission authority agrees requires a new application.
- 4 Being on a waiting list does not affect a parent's/carer's right of appeal against an unsuccessful preference.

J Timetable

by 12 September 2021	Opening date for applications. 'School admissions application for Primary, Junior and Secondary School in September 2022' form made available and online applications start to be accepted at www.york.gov.uk/schooladmissions
By 14 September 2021	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 2021. 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 2022' form
September and October 2021	Secondary school open activities
31 October 2021	Closing date for 'on-time' Secondary applications (both online and by paper 'School admissions application for Secondary School in September 2021' form)
From 1 November 2021	Secondary applications received may be treated as 'late'
15 January 2021	Closing date for 'on-time' applications (both online and by paper 'School admissions



	application for Primary & Junior School in September 2022' form)
from 16 January 2022	Primary and Junior applications received may be treated as 'late'
1 March 2022	Secondary allocations communicated to City of York resident applicants by email and/or by letter
31 March 2022	Deadline for return of Secondary school appeal papers for 'on-time' applicants
16 April 2022	Primary & Junior National Offer Day
5 May – 12 June 2022	Admission appeals for 'on-time' Secondary applicants
21 May 2022	Deadline for return of Primary & Junior appeal papers for 'on-time' applicants
1 June 2022 – 16 July 2022	Admission appeals for 'on-time' Primary & Junior applicants
September 2022	Start of the school year

K Contact details for correspondence

The Chair of the Trust Board
The South Bank Academy Trust
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01904 686404
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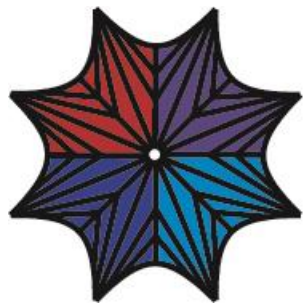


L Schools in the South Bank Academy Trust covered by this policy

Knivesmire Primary School (Primary, 5-11)
Millthorpe School (Secondary, 11-16)
Scarcroft Primary School (Primary, 5-11)
Woodthorpe Primary School (Primary, 5-11)
Carr Junior School (Junior, 7-11)
York High School (Secondary, 11-16)

[View school contact details on the City of York website](#)

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South York
MULTI-ACADEMY TRUST

South York Multi-Academy Trust

Admissions Policy

2022 – 2023

Introduction

1 This policy applies to applications for schools for whom the South York Academy Trust is the admission authority, which are located within the City of York Local Authority area. These schools are:

- Dunnington Church of England Primary School
- Wheldrake with Thorganby Church of England Primary School
- Archbishop's of York Church of England Junior School
- Fulford School

The Trust is responsible for determining the school's admissions arrangements (including this policy) and deciding who can be allocated a place in accordance with it.

2 This policy applies in the following admissions rounds:

- for Dunnington Church of England Primary School and Wheldrake with Thorganby Church of England Primary School - the primary admissions round, that is when applying for a place in Reception as the normal year of entry to start primary school for the first time;
- for Archbishop's of York Church of England Junior School - 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.
- for Fulford School - 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.

3 The Published Admission Number (PAN) is the number of pupils it is intended to admit into the first year group of school. This number differs for each school and for 2022 – 2023 these PANs are:

- for Dunnington Church of England Primary School, 30 places
- for Wheldrake with Thorganby Church of England Primary School, 30 places
- for Archbishop's of York Church of England Primary School, 60 places
- for Fulford School, 300 places

- 4 This policy complies with and operates within the relevant City of York Coordinated Admissions Schemes in the City of York Local Authority area. The admission authority for these schools is the trust board of the South York Academy Trust.
- 5 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. Where applications for an in-year place are received, whether a place can be offered will depend upon the availability of places in the relevant class/year group. If there are more applications for a place than places available, then the oversubscription criteria as in Section C of this policy will be applied to ascertain which child is most entitled to a place.
- 6 The admission of children into the Reception year at a 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 primary school, even if the school and nursery are located on the same premises or run by the school itself.
- 7 Attendance at a particular primary school does not give a child any priority for admission to a secondary school, even if both schools are within the South York Academy Trust, located on the same premises, or run by or share the same leadership or resources.
- 8 Advice and information for parent/carers on school admissions, including **key information that applies to all applications** as well as some frequently asked questions are available in the City of York Guide for Parents which is available at www.york.gov.uk/guideforparents or upon request from the City of York School Services team. It is recommended that all applicants consider the information in the [Guide for Parents](#) before making an application.
- 9 The admission of children with an Education, Health and Care plan are covered by different admission regulations. Following negotiation, if a school within the South York Academy Trust has been named, a place will be allocated for these children before considering other applications.

A Admissions into Reception

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

- 2 This policy includes an option of 'delayed entry'. This means that parent/carers may secure a place at a school under the normal admission arrangements but choose to postpone their child's admission to school, as long as their admission is not delayed beyond the point at which they reach compulsory school age. A child normally reaches compulsory school age at the start of the term following their fifth birthday. The table below sets out the position:

Date of birth	Date of compulsory school age	Latest date child may start school full-time
1 September 2017 - 31 December 2017	31 December 2021	The start of the 'Spring' term in January 2023
1 January 2018 - 31 March 2018	31 March 2023	The start of the 'Summer' term in April 2023
1 April 2018 - 31 August 2018	31 August 2023	[The start of the 'Autumn' term in September 2023

If you would like to delay your child's entry, so they do not start full-time in September 2022, you must still apply at the normal time. Once allocated a school place, you should then advise the school in writing of your child's intended start date and keep in regular contact with the school regarding any changes to this intended date. Start dates are recommended to be at the start of each half term, but these can be varied by agreement with the school.

The school will hold a place for that child and not offer it to another child during the remainder of the Reception year. You should contact the school to make arrangements for admission of your child by no later than 20 school days before the intended start date. If you do not contact the school in the 20 school days before an intended and/or previously communicated start date, the school will make all reasonable efforts to

contact you by telephone and in writing at any known physical address or email address. In the event that all attempts to contact you are unsuccessful, the school place may be withdrawn.

- 3 Parent/carers will also be able to request a part-time place until the start of the term after the child turns five. It is a legal requirement that all children must enter formal full-time education at the start of the term after their fifth birthday, but if you would like to discuss part-time education for your child so they do not start full-time in September 2021, you must still apply at the normal time. Once allocated a school place, you should then ask the school in writing what part-time provision may be offered, advise them of your child's intended full-time start date and keep in regular contact with the school regarding any changes to this intended date.
- 4 Some parent/carers of 'summer born' children (those children born between 01 April and 31 August) may wish to investigate the possibility of 'deferred entry' into a lower year group. If you are considering this for your child, please contact the LA [School Services team](#) who can provide you with information and advice.

If you would like to defer your child's entry, so they do not start in Reception in September 2022, but instead start Reception in September 2023, you must still apply at the normal time and parallel to your application, put a formal request in writing to defer your child's admission to a lower year group.

For the purposes of coming to a decision on such deferrals for those children living in the City of York, the LA has developed a city-wide policy and invited all other admission authorities to take part in joint arrangements. South York Academy Trust has adopted the City of York Delayed and Deferred Admissions Policy for the purposes of administering requests for deferred entry for 'summer born' children. More information on delayed and deferred entry can be found in the [City of York Delayed and Deferred Admissions Policy](#).

Places are not held open for children who defer entry, so parent/carers must, if their request is approved, reapply **by 15 January the following year** for a place in Reception alongside children who are one school year younger. Parent/carers may make an identical application for the same schools, or request different schools from their initial application.

Parents/carers should be aware that as the numbers of applications and preferences, and even the number of available places, may differ from year to year, that a deferral does not mean a place at the same school can be allocated one year later. It will not be known which school is allocated for an agreed deferral until 16 April in the school year the child turns 5 and the results of the application one year later **may result in a different school being allocated.**

- 5 If you would like to investigate accelerating your child's entry, so they do not start in the year group relevant to the child's age (the school year they turn five), but instead start at an earlier time, you should contact the Trust at an early stage to discuss your intentions and what the best approach might be.

If you would like to accelerate your child's entry, you should then put a formal request in writing, together with any supporting information, by no later than 29 November 2021. The Trust will then consider your request, if necessary in conjunction with other schools, the LA, early years providers and professionals.

If the request is approved, wherever possible you should submit an application as part of the normal admissions round, for the year group it has been agreed is the most appropriate for the child. Parents/carers should make it clear in their application that an application out of the usual year group has been agreed. The application will then be considered in accordance with this admissions policy. The Trust will not give the application lower priority on the basis that the child is being admitted out of their normal age group. If the request is rejected, you should apply in the usual way for your child to join their correct age group. Should parents/carers disagree with a decision to refuse their

request, they should put their complaint in writing and follow the Trust's complaints policy.

- 6 Applications should be made by the closing date for applications which is 15 January 2022. Applications can be made online at www.york.gov.uk/schooladmissions. It is expected that most applications will be made online, but where applicants cannot apply online, they may request support from the Trust, LA, schools, or a paper application form known as the 'School admissions application for Primary School in September 2022'. There is no additional 'Supplementary Information Form' required to apply for a school place at any South York Academy Trust school covered by this policy.
- 7 When making an application, parent/carers are advised to supply any additional information that may be required to the admission authority by providing this information in writing direct to the school or 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](#).
- 8 Any school's resources, such as teachers and classrooms, have to be used carefully to ensure the best possible standards for education and a safe environment. If no limit were set on the number of children that can go to a school each year these standards could not be maintained. Infant Class Size legislation may also limit the number of pupils that can be admitted in Reception, Year 1 and Year 2. For these reasons each school has a Published Admission Number – that is the number of places available that will be offered in the year of entry.
- 9 Applicants will be responsible for travel arrangements and the costs of travel to and from school.
- 10 Dunnington Church of England Primary School and Wheldrake with Thorganby Church of England Primary School each have their own catchment area. The City of York Local Authority advises applicants 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 for Parents](#), online at www.york.gov.uk and upon request from the City of York School Services team.

B Admissions into Year 3

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

If you would like to accelerate your child's entry, you should then put a formal request in writing, together with any supporting information, an details of whether your child has previously been educated out of their chronological age group, by no later than 29 November 2022. The Trust will then consider your request, if necessary in conjunction with other schools and professionals.

If the request is approved, wherever possible you should submit an application as part of the normal admissions round, for the year group it has been agreed is the most appropriate for the child. Parents/carers should make it clear in their application that an application out of the usual year group has been agreed. The application will then be considered in accordance with this admissions policy. The Trust will not give the application lower priority on the basis that the child is being admitted out of their normal age group. If the request is rejected, you should apply in the usual way for your child to join their correct age group. Should parents/carers disagree with a decision to refuse their

request, they should put their complaint in writing and follow the Trust's complaints policy.

- 3 Applications should be made by the closing date for applications which is 15 January 2022. Applications can be made online at www.york.gov.uk/schooladmissions. It is expected that most applications will be made online, but where applicants cannot apply online, they may request support from the Trust, the LA, schools, or a paper application form known as the 'School admission application for Junior School in September 2022'.
- 4 When making an application, parent/carers are advised to supply any additional information that may be required to the admission 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](#).
- 5 Any school's resources, such as teachers and classrooms, have to be used carefully to ensure the best possible standards for education and a safe environment. If no limit were set on the number of pupils that can go to a school each year these standards could not be maintained. For this reason each school has a Published Admission Number – that is the number of places available that will be offered in the year of entry.
- 6 Applicants may be successful in obtaining a place at a school that does not serve the local 'catchment' area in which they live. If allocated a place at such a school, applicants will be responsible for travel arrangements and the costs of travel to and from school.
- 7 Archbishop's of York Church of England Junior School has their own catchment area. The City of York Local Authority advises applicants 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 for Parents](#), online at www.york.gov.uk and upon request from the City of York School Services team.

C Admissions into Year 7

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

If you would like to accelerate your child's entry, you should then put a formal request in writing, together with any supporting information, an details of whether your child has previously been educated out of their chronological age group, by no later than 29 November 2021. The Trust will then consider your request, if necessary in conjunction with other schools and professionals.

If the request is approved, wherever possible you should submit an application as part of the normal admissions round, for the year group it has been agreed is the most appropriate for the child. Parents/carers should make it clear in their application that an application out of the usual year group has been agreed. The application will then be considered in accordance with this admissions policy. The Trust will not give the application lower priority on the basis that the child is being admitted out of their normal age group. If the request is rejected, you should apply in the usual way for your child to join their correct age group. Should parents/carers disagree with a decision to refuse their request, they should put their complaint in writing and follow the Trust's complaints policy.

- 3 Applications should be made by the closing date for applications which is 31 October 2021. Applications can be made online at www.york.gov.uk/schooladmissions. It is expected that most applications will be made online, but where applicants cannot apply online, they may request support from the Trust, LA, schools, or a paper application form known as the 'School admissions application for Secondary School in September 2022'. There is no additional 'Supplementary Information Form' required to apply for a school place at any South York Academy Trust school covered by this policy.
- 4 When making an application, parent/carers are advised to supply any additional information that may be required to the admission authority by providing this information in writing direct to the school or 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 pupils that can go to a school each year these standards could not be maintained. For this reason each school has a Published Admission Number – that is the number of places available that will be offered in the year of entry.
- 6 Applicants will be responsible for travel arrangements and the costs of travel to and from school.
- 7 Fulford School has its own catchment area. The City of York Local Authority advises applicants 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 for Parents](#), online at www.york.gov.uk and upon request from the City of York School Services team.

D Oversubscription criteria (Primary and Secondary)

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; all children who have been adopted from local authority care (subject to an adoption, residence or special guardianship order); and all children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society;

It is the responsibility of parent/carers, or the child's social worker to provide the information to the admission authority that this criterion applies.

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

The Trust uses the address provided in the application, and using GIS software, determines which catchment area an address, and therefore a

child, resides in. This address must be the address at which the child is ordinarily resident. Further detailed advice on addresses is contained within the [Guide for Parents](#).

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

- 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 for Parents](#), online at www.york.gov.uk, and upon request from the City of York School Services team;

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

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

It is the responsibility of parent/carers to provide the additional information where they believe this criterion applies. To be given priority on this basis, the admission authority would have to be satisfied that the child's needs were such that the preferred school would be the most suitable school for the child.

The Trust may defer these considerations and decisions to others to consider any documentation provided by parent/carers and assess whether these needs are 'exceptional' in nature. Those applications with

supporting information that the Trust determines are 'exceptional' would have to be where only the preferred school could meet the child's need.

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

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

- 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 closest entrance of the school.

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

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

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

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

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

E Oversubscription criteria (Junior)

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; all children who have been adopted from local authority care (subject to an adoption, residence or special guardianship order); and all children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society;

It is the responsibility of parent/carers, or the child's social worker to provide the information to the admission authority that this criterion applies.

- 2 Children who live within the catchment area normally served by the preferred school, with a sibling at the preferred school at the time**

of admission. Catchment areas are designated by the Local Authority and are made available to parent/carers in the [Guide for Parents](#), online at www.york.gov.uk, and upon request from the City of York School Services team. Siblings are defined as brothers or sisters living in the same house, as their primary place of residence (including half-, step- and foster-brothers or sisters);

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

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

- 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 for Parents](#), online at www.york.gov.uk, and upon request from the City of York School Services team;

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

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

It is the responsibility of parent/carers to provide the additional information where they believe this criterion applies. To be given priority on this basis, the admission authority would have to be satisfied that the child's needs were such that the preferred school would be the most suitable school for the child.

The Trust may defer these considerations and decisions to others to consider any documentation provided by parent/carers and assess whether these needs are 'exceptional' in nature. Those applications with supporting information that the Trust determines are 'exceptional' would have to be where only the preferred school could meet the child's need.

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

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

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

F Appeals

- 1 Applicants refused a place at the school have a statutory right of appeal. If a preference for a place at the school is refused, the applicant will be informed of the reasons and of their right of appeal. This right does not apply if they are allocated a place but it is not in their preferred year group.
- 2 South York Academy Trust subscribes to the City of York's independent appeals procedure and any decision made under this admissions policy

can be appealed using that process. Appeals are heard by an independent appeals panel and their decisions are legally binding in line with the School Admission Appeals Code. We will publish our appeals timetable on our website by 28 February 2022. Applicants who wish to appeal should contact the LA School Services team to request the correct appeal form. Appeal forms should be returned within 20 school days of the date the place was refused.

- 3 Applicants will only be able to appeal once in any one school year unless, in exceptional circumstances, the admission authority has accepted a second application because of a significant and material change in the circumstances of the parent/carer, child or school.

G 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.

H Late Applications

- 1 Applications received after the relevant closing date for applications of may be treated as 'late' applications – that is processed after all 'on-time' applications.
 - For applications for Dunnington Church of England Primary School and Wheldrake with Thorganby Church of England Primary School in the primary admissions round, applications will be treated as late after 15 January 2022;
 - For applications for Archbishop's of York Church of England Junior School in the junior admissions round, applications will be treated as late after 15 January 2022;
 - For applications for Fulford School – in the secondary admissions round, applications will be treated as late from 01 November 2021.

- 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 admission 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. 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 G of this policy.

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I Waiting List

- 1 If a school is oversubscribed, a waiting list will be held from when offers have been made until 31 December 2022. After 31 December 2022, if there is still a waiting list, an 'in-year' waiting list is then held until the end of that school year. Beyond the first school year, refused preferences do not 'roll over' into future school years. Should applicants wish to remain on a waiting list for a future school year, they should submit a new application by 1 June in the relevant year.
- 2 A child's position on the list will be determined by the oversubscription criteria set out in Section C of this policy and will reflect their current circumstances where these circumstances have been provided to the admission authority. The list will also contain all other on-time and late preferences that have been refused or are requested. Should a place become available while the waiting list is in operation, a place will be made available to the applicant on the top of the waiting list on the day the place became available.
- 3 Applications may only be made once for each school year unless there has been a significant and material change in the circumstances of the parent/carer, child or school, which the admission authority agrees requires a new application.
- 4 Being on a waiting list does not affect a parent's/carer's right of appeal against an unsuccessful preference.

J Timetable	
by 12 September 2021	Opening date for applications. 'School admissions application for Primary, Junior and Secondary School in September 2022' form made available and online applications start to be accepted at www.york.gov.uk/schooladmissions
By 14 September 2021	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 2021. 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 2022' form
September and October 2021	Secondary school open activities
31 October 2021	Closing date for 'on-time' Secondary applications (both online and by paper 'School admissions application for Secondary School in September 2021' form)
From 1 November 2021	Secondary applications received may be treated as 'late'
15 January 2021	Closing date for 'on-time' applications (both online and by paper 'School admissions application for Primary & Junior School in September 2022' form)

from 16 January 2022	Primary and Junior applications received may be treated as 'late'
1 March 2022	Secondary allocations communicated to City of York resident applicants by email and/or by letter
31 March 2022	Deadline for return of Secondary school appeal papers for 'on-time' applicants
16 April 2022	Primary & Junior National Offer Day
5 May – 12 June 2022	Admission appeals for 'on-time' Secondary applicants
21 May 2022	Deadline for return of Primary & Junior appeal papers for 'on-time' applicants
1 June 2022 – 16 July 2022	Admission appeals for 'on-time' Primary & Junior applicants
September 2022	Start of the school year

K Contact details for correspondence

The Chair of the Trust Board
The South York Academy Trust
c/o Fulford School
Fulford School, York, YO10 4FY
01904 633300
office@fulford.york.sch.uk
www.fulford.york.sch.uk

L Schools in the South York Academy Trust covered by this policy

Dunnington Church of England Primary School (Primary, 5-11)

Wheldrake with Thorganby Church of England Primary School (Primary, 5-11)

Archbishop's of York Church of England Junior School (Junior, 7-11)

Fulford School (Secondary, 11-18)

[View school contact details on the City of York website](#)

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Diocese of Middlesbrough
Academy Admission Policy for
St Aelred's RC Primary School a member of the St Margaret Clitherow Catholic
Academy Trust within City of York Local Authority
Admission in 2022

St Aelred's was founded by the Catholic Church to provide education for baptised Catholic children. The school is run by the Board of Directors of **St Margaret Clitherow** Catholic Academy Trust as part of the Catholic Church in accordance with its Trust Deed and Articles of Association and seeks at all times to be a witness to Jesus Christ.

Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the oversubscription criteria listed below.

The Board of Directors is the Admissions Authority and is responsible for determining the academy's admissions policy. The Planned admission number for September 2022 is 30.

The partner parishes are: St. Aelred, York

The Admissions Policy Criteria will be applied on an Equal Preference basis.

How and When to apply

Applications must be made on the Local Authority Common Application Form. Parents applying to a Catholic academy should also complete the Supplementary Information Form (SIF) as if the academy is oversubscribed; the information contained within the SIF will allow the Board of Directors to identify which over subscription criteria your application is to be considered against. All forms must be returned by the closing date set by the Local Authority. Failure to provide a Supplementary Information Form (SIF) could affect the category your application is placed in. Please note that it is the responsibility of the parent/carer to complete all forms and supply evidence – reminders will not be sent.

Children with an **Educational Health and Care Plan** which following formal consultation names our academy in their plan will be admitted to the academy.

Late Applications

Any applications received after the closing date will be accepted but considered only after those received by the closing date.

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Oversubscription Criteria

Parents are asked to note that admission to the Nursery unit is no guarantee of entry into the main academy.

Where there are insufficient places available to meet all parental preferences, priority will be given to applications in the following order:

(First priority in each category will be given to siblings (see note 4) that is, children who will have older brothers or sisters attending the academy in September 2022.)

1. Catholic 'children looked after' (in public care) and Catholic children previously 'looked after' but ceased to be so because they became adopted or became subject to a residence or special guardianship order immediately following having been looked after.
2. Catholic children whose home address is within the parishes of St. Aelred.
3. Other Catholic children.
4. Other 'children looked after' (in public care) and other children previously 'looked after' but ceased to be so because they became adopted or became subject to a residence or special guardianship order immediately following having been looked after.
5. Children of other Christian denominations (see note 3)
6. Other children.

ADDITIONAL NOTES

1. Definition of Catholic

Children who have been baptised as Catholics or have been formally received into the Catholic Church. All applicants seeking admission under any of criteria 1 to 3 will be asked to provide evidence that the child has been baptised as a Catholic or has been received into the Catholic Church. A baptismal certificate or a letter from their priest confirming their baptism or reception into the Catholic Church will suffice.

2. Definition of Looked After Child in Public Care

A **looked after child** is a child who is (a) in the care of a Local Authority or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22 (1) of the Children Act 1989):

3. Definition of children of other Christian denominations.

"Children of other Christian denominations" means: children who belong to other churches and ecclesial communities which, acknowledging God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and of CYTÛN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis. All applicants seeking admission under criteria 5 will be asked to provide evidence that they are members of another Christian denomination. A baptismal certificate or a letter from their religious leader will suffice

4. Definition of Sibling

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling and is in attendance at the same school on the date of admission.

5. Multiple Births

For multiple births where only 1 place remains, infant classes will be allowed to exceed the statutory limit where the 31st child is a twin or from multiple births. The 'excepted pupil' will be allowed for the time in Key Stage 1 or until the class numbers fall back to current class size limit

6. Admission of a child outside their normal age group

Parents may seek a place for their child outside of their normal age group, for example if the child is gifted and talented or has experienced problems such as ill health. In addition parents of a summer born child (born between 1st April and 31st August) may choose not to send their child to school until the September following their 5th birthday and may request that they are admitted out of their normal age group – to reception rather than Year 1. If you wish to request admission of a child outside of their normal year group you must contact the school to discuss your request four weeks before the closing date of the admission period for your child's normal year group. If the school agrees to your request, you should submit your application in the application window for the deferred year in which you wish your child to be admitted to the school. **Please note – the deferred application will be considered against all other applications for entry that year based upon a strict application of the admissions criteria and agreement to deferral does not automatically mean your child will be offered a place at the academy in that year.**

Tie-breaker

Where there are places available for some, but not all applicants within a particular criterion, distance from home address to the school entrance will be the deciding factor. Distance will be measured by a GIS mapping system from the front door of the child's home address (including flats) to the main entrance of the school using the nearest available safe walking route [using the Local Authority's computerised measuring system] with those living closer to the school receiving the higher priority. If the admission number is reached at the point at which the next applicant resides in a home equal distance from the last successful place(s) offered, the last place will be offered by drawing lots. When the

application of this rule would lead to the separation of twins or multiple birth siblings, both (or all) will be admitted.

Right of Appeal

Where a parent has been notified that a place is not available for a child, every effort will be made to help the parent to find a place in a suitable alternative school or academy. Parents who are refused a place have a statutory right of appeal. Further details of the appeals process are available by writing to the Chair of Board of Directors at the academy address.

Home Address

It is the parental address which will be used in applying the admission criteria. This means that, when stating your choice of school, you should give the parental/guardian address at the time of application. The address of childminders or other family members who may share in the care of your child should not be quoted as the home address.

Waiting Lists

If your child has been refused admission, a waiting list is available where priority will be given according to the above criteria based on the information provided at the time of application. The waiting list will be open until the end of the autumn term.

Application Information

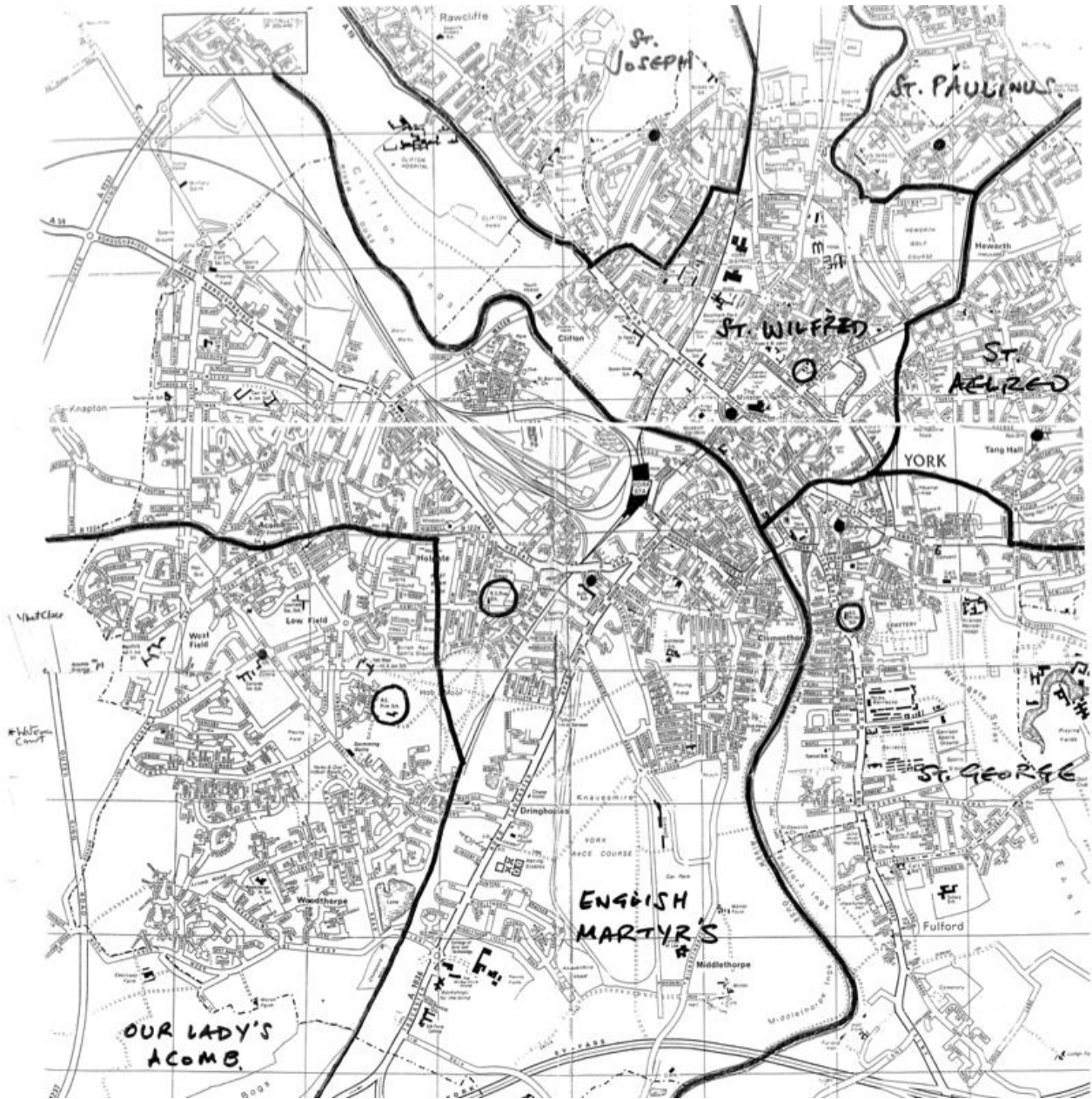
It is very helpful to have an early indication of the number of children to be admitted to the Reception class in the following September. However, it must be stressed that **formal written applications for admission must be made on the form provided by the Local Authority and returned to them by the stated date**. Places will then be allocated by strict application of the above criteria, with no reference to the date of application. Parents will be notified as to whether or not their child has been allocated a place according to the published Local Authority timetable.

This policy was last consulted on between (Date) and (Date)

Unless changes are proposed, the policy will next be consulted upon in

Appendix 1

Annex 1: Map of York Catholic Churches Parish Boundaries



Annex 2: Description of York Catholiic Churches Parish Boundaries

PARISH OF YORK. ST WILFRED'S

Ordnance Map No. 92 & 97

Follow Church of England Parish Boundaries when possible.

Railway Bridge Main Line, up the line to the Skelton Road, follow the centre of Skelton Road onto Skelton Crossroads. Follow the A.19 down to Water Lane, up Water Lane and edge of Sports Ground to Lunley Road, along Lunley Road to Burtonstone Lane, up Burtonstone Lane to Crichton Avenue onto the Railway Bridge, up the Railway Line to the Railway Crossing, up the Wigginton Road (B1363) to the Church of England Parish Boundary South of Sutton-on-Forrest, Eastwards on the Church of England Parish Boundary and Southwards on the Church of England Parish Boundary West of Strensall into the River Foss West of Towthorpe. Follow the River Foss downstream i.e., Southwards to the road Fossway. Follow the centre of the Fossway Eastwards to join the West End of Muncaster Gate, follow the centre of Muncaster Gate Eastwards to the A.64, follow the A.64 South Westwards into Heworth Green, across the Gas Works, Layerthorpe, North of Duke of York Street to the Electricity Generating Station, to Foss Bridge, Tower Street, to the Fire Station on the Ouse, up the Ouse to the main line Railway Bridge.

Parish of EASINGWOLD.

Ordnance Map No. 91,92, 97.

Follow Church of England Parish Boundaries when possible.

Start junction of Swale and Ure. Follow Swale North to Church of England *NORTH* Boundary of Brafferton. Follow C.of.E. Parish Boundary East between Thormanby and Carlton Husthwaite. Still Eastwards North Of Husthwaite and South Of Coxwold, North of Oulston to upper Foss Lake here leave Parish Boundary and go East upstream towards Yearsley. Follow Footpath to the road just West of Manor House Farm. Follow straight line from this point to the tumulus East of Intake Lodge and on to Dale Wood, upstream and follow parish Boundary of Yearsley and South of Cou lton, East of Scackleton, Southwards East of Whenby and still Southwards East of Farlington and East of Sutton on Forest. Now Westwards South of Sutton on Forest and South of Tollerton to follow River kyle into the Ouse and follow Ouse to the Ure and to the Swale.

Parish of YORK. ST. PAULINUS

Ordnance Map Nos. 92 and 97

Follow Church of England Parish Boundaries when possible.

Junction of Muncaster Gate and Malton Road, follow centre of Muncaster Gate Westwards and centre of Fossway North Westwards into the River Foss. Follow the River Foss upstream to point west of Towthorpe, then follow upstream the Church of England Parish Boundary on the tributary Beck until the Church of England Parish Boundary joins the Church of England Parish Boundary South-east of Sutton-on-Forrest. Then follow the Church of England Parish Boundary Northwards keeping West of Sheriff Hutton, East of Ferlington, East of Whenby, South of Terrington, East of Sheriff Hutton, West of Thornton-le-Clay, North of Flaxton to the A.64, and follow the A.64 South Westwards to the Junction with Muncaster Gate.

Parish of York St. Joseph.

Ordnance Map No. 97.

Follow Church of England Boundaries when possible.

Skelton Crossroads North up A19. to Hurns Bridge up the Beck on Parish Boundary to Road East of Skipton follow Parish Boundary eastwards on Sutton Forrest Parish Boundary to Road B.1363 South of Broad Oak follow this road Southwards to the Railway Bridge to Crickton Ave, to Burtonstone Lane to Lumley Road along the edge of the Sports Ground to Water Lane. Water Lane to A.19. up A19 to Skelton Crossroads.

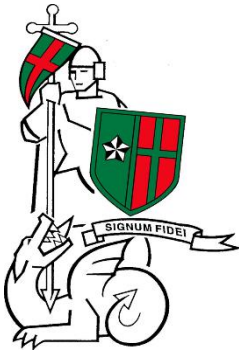
Parish of York St. Aelred

Ordnance Map No.

Follow Church of England Parish Boundaries when possible.

Electricity Gen. Station at Tang Hall Beck South of Railway Line, across to Osbaldwick Beck, down Beck to a line between Abbotsford Road and Melrose Gate to the Hull Road (centre) (A.1079) Follow road to the River Derwent at Kexby, up the River Derwent to the Stamford Bridge Church of England Parish Boundary. Follow the Parish Boundary round Stamford Bridge to Flawith Beck, Flawith Beck back to the River Derwent, up to the Howsham Parish Boundary. Follow the Howsham Parish Boundary South of Barton -le- Willows to A.64. Follow A.64 back to Malton Road, Heworth Green and across the Gas Works at Mill Lane to Layerthorpe North of Duke of York Street across Hall Field Road to the Electricity Station.

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Diocese of Middlesbrough
Academy Admission Policy for
St. George's Catholic Primary School a member of the St Margaret
Clitherow Catholic Academy Trust within City of York Local Authority
Admission in September 2022

St. George's was founded by the Catholic Church to provide education for baptised Catholic children. The school is run by the Board of Directors of St. Margaret Clitherow Catholic Academy Trust as part of the Catholic Church in accordance with its Trust Deed and Articles of Association and seeks at all times to be a witness to Jesus Christ.

Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the oversubscription criteria listed below.

The Board of Directors is the Admissions Authority and is responsible for determining the academy's admissions policy. The planned admission number for September 2022 is 30.

The partner parishes are: St. George's Parish, York

The Admissions Policy Criteria will be applied on an Equal Preference basis.

How and When to apply

Applications must be made on the Local Authority Common Application Form. Parents applying to a Catholic Academy should also complete the Supplementary Information Form (SIF) as if the academy is oversubscribed; the information contained within the SIF will allow the board of directors to identify which oversubscription criteria your application is to be considered against. All forms must be returned by the closing date set by the Local Authority. Failure to provide a Supplementary Information Form (SIF) could affect the category your application is placed in. Please note that it is the responsibility of the parent/carer to complete all forms and supply evidence – reminders will not be sent.

Children with an Education, Health and Care Plan which following formal consultation names our academy in their plan will be admitted to the academy.

Late Applications

Any applications received after the closing date will be accepted but considered only after those received by the closing date.

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Oversubscription Criteria

Parents are asked to note that admission to the Nursery unit is no guarantee of entry into the main academy.

Where there are insufficient places available to meet all parental preferences, priority will be given to applications in the following order:

(First priority in each category will be given to siblings (see note 4) that is, children who will have older brothers or sisters attending the academy in September 2022.)

1. Catholic 'children looked after' (in public care) and Catholic children previously 'looked after' but ceased to be so because they became adopted or became subject to a residence or special guardianship order immediately following having been looked after.
2. Catholic children whose home address is within the parish of St George's York.
3. Other Catholic children.
4. Other 'children looked after' (in public care) and other children previously 'looked after' but ceased to be so because they became adopted or became subject to a residence or special guardianship order immediately following having been looked after.
5. Children of other Christian denominations (see note 3).
6. Other children.

ADDITIONAL NOTES

1. Definition of Catholic

Children who have been baptised as Catholics or have been formally received into the Catholic Church. All applicants seeking admission under any of criteria

1 to 3 will be asked to provide evidence that the child has been baptised as a Catholic or has been received into the Catholic Church. A baptismal certificate or a letter from their priest confirming their baptism or reception into the Catholic Church will suffice.

2. Definition of Looked After Child in Public Care

A looked after child is a child who is (a) in the care of a Local Authority or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22 (1) of the Children Act 1989):

3. Definition of children of other Christian denominations.

“Children of other Christian denominations” means: children who belong to other churches and ecclesial communities which, acknowledging God’s revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God’s will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and of CYTŪN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis. All applicants seeking admission under criteria 5 will be asked to provide evidence that they are members of another Christian denomination. A baptismal certificate or a letter from their religious leader will suffice.

4. Definition of Sibling

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer’s partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling and is in attendance at the same school on the date of admission.

5. Multiple Births

For multiple births where only 1 place remains, infant classes will be allowed to exceed the statutory limit where the 31st child is a twin or from multiple births. The 'excepted pupil' will be allowed for the time in Key Stage 1 or until the class numbers fall back to current class size limit.

6. Admission of a child outside their normal age group

Parents may seek a place for their child outside of their normal age group, for example if the child is gifted and talented or has experienced problems such as ill health. In addition parents of a Summer born child (born between 1st April and 31st August) may choose not to send their child to school until the September following their 5th birthday and may request that they are admitted out of their normal age group – to reception rather than Year 1. If you wish to request admission of a child outside of their normal year group you must contact the school to discuss your request four weeks before the closing date of the admission period for your child's normal year group. If the school agrees to your request you should submit your application in the application window for the deferred year in which you wish your child to be admitted to the school. Please note – the deferred application will be considered against all other applications for entry that year based upon a strict application of the admissions criteria and agreement to deferral does not automatically mean your child will be offered a place at the academy in that year.

Tie-breaker

Where there are places available for some, but not all applicants within a particular criterion, distance from home address to the school entrance will be the deciding factor. Distance will be measured by a GIS mapping system from the front door of the child's home address (including flats) to the main entrance of the school using the nearest available safe walking route [using the Local Authority's computerised measuring system] with those living closer to the school receiving the higher priority. If the admission number is reached at the point at which the next applicant resides in a home equal distance from the last successful place(s) offered, the last place will be offered by drawing lots. When the application of this rule would lead to the separation of twins or multiple birth siblings, both (or all) will be admitted.

Right of Appeal

Where a parent has been notified that a place is not available for a child, every effort will be made to help the parent to find a place in a suitable alternative school or academy. Parents who are refused a place have a statutory right of appeal. Further details of the appeals process are available by writing to the Chair of the Board of Directors at the academy address.

Home Address

It is the parental address which will be used in applying the admission criteria. This means that, when stating your choice of school or academy, you should give the parental/guardian address at the time of application. The address of childminders or other family members who may share in the care of your child should not be quoted as the home address.

Waiting Lists

If your child has been refused admission, a waiting list is available where priority will be given according to the above criteria based on the information provided at the time of application. The waiting list will be open until the end of the autumn term.

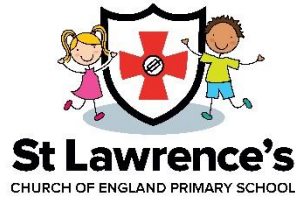
Application Information

It is very helpful to have an early indication of the number of children to be admitted to the Reception class in the following September. However, it must be stressed that formal written applications for admission must be made on the form provided by the Local Authority and returned to them by the stated date. Place will then be allocated by strict application of the above criteria, with no reference to the date of application. Parents will be notified as to whether or not their child has been allocated a place according to the published Local Authority timetable.

**This policy was last consulted on between (Date) and (Date)
Unless changes are proposed, the policy will next be consulted upon in**

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St Lawrence's Church of England Primary School



2022/23 Admissions Policy

Unless otherwise stated, applications under this policy will be for a child born between 1 September 2017 and 31 August 2018 to start at the school in Reception in September 2022.

Approved by Trust	September 2020
Next review due	September 2021

1. Introduction

St Lawrence's Church of England Primary School is a Church of England school in the Diocese of York. It has been serving the young people of the ecclesiastical parish of St Lawrence's and beyond for almost 50 years, formerly as a maintained school and more recently as an academy. The school is part of Pathfinder Multi Academy Trust.

The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice for pupils aged 3 to 11. It encourages an understanding of the meaning and significance of the Christian faith, and promotes Christian values through the experience it offers to all its **pupils**.

As a Church of England school, we welcome applications from Christian families and those of other faiths and none. We ask that all parents/carers applying for a place at the school respect the school's ethos and its importance to the whole community.

Pathfinder Multi Academy Trust (Trust) is the Admissions Authority for the school. The Trust is responsible for determining the school's admissions arrangements (including this policy) and deciding who can be offered a place in accordance with it. This admissions policy has been determined having had regard to the York Diocesan Board of Education's guidance and will be operated in accordance with City of York Council's co-ordinated admissions schemes (on which please see further below). All Admissions Authorities are required to act in accordance with the Department for Education's School Admissions Code and the relevant legislation and regulations.

For further details about how and when to apply, please see sections 2 and 5 below.

2. Application Procedures and Timetable

Please contact the school on 01904 554243 or office@stl.pmat.academy/or your home local authority if you need any help in applying.

(a) Local Authority co-ordination of normal admissions round

The admission process for the normal admissions round (i.e. for admission to Reception) is always co-ordinated by local authorities.

You should apply for a place at school in the normal admissions round by completing the online application form¹ of the local authority (Unitary or County Council) in the area in which you live (your “home” local authority) by 15 January 2022. You should do this even if your “home” local authority is not the City of York Council, which is the relevant local authority area for the school.

The process will give you the ability to express ranked preferences for places at any state funded school/academy, whether or not they are within your home local authority area. This allows co-ordination to take place between your home local authority, the local authorities of the schools you have applied to (if different) and the Admissions Authorities for those schools. The Admissions Authority will rank the applications of all applicants naming the school as one of their preferences and provide this information to the local authority in which the school is situated to enable co-ordination. You will then receive an offer, via your home local authority, for the highest ranking school where a place is available.² This is so that parents/carers will receive only one offer of a place at a school for their child.

You will receive your offer letter from your home local authority outlining your allocated school place by 16 April 2022 and should ensure that you carefully follow the instructions contained with that letter relating to taking up the place and any other relevant matters. You will also be informed of any rights you have to appeal and the right to be placed on school waiting lists in this letter.

If your home local authority is City of York Council, applications can be made online at www.york.gov.uk/schooladmissions. If you cannot complete an online application, please contact the School Services team on 01904 551 554 for assistance. If City of York Council is not your home local authority, you should contact the home local authority for details of how to access their admission processes.

(b) Supplementary Information Form

If you are applying for priority application to the school on the basis of one of the oversubscription criteria set out in section 4 below which states that a Supplementary Information Form is required, you will also need to complete and return the attached Supplementary Information Form. This is in addition to the requirement outlined above to submit your application to your home local authority. If you are not applying for priority on the basis of one of these oversubscription criteria, there is no need to complete a Supplementary Information Form.

The completed Supplementary Information Form must reach the Trust’s Admissions Clerk by 15 January 2022. (Please do not send a Supplementary Information Form to your local authority, as they will not be able to take account of the information you have provided.) Please send forms to the Trust at St Lawrence’s CE Primary School, Heslington Road, York YO10 5BW marked for the attention of the Admissions Clerk. **If the Supplementary Information Form has not been returned and fully completed by this date, you may lose the priority that you might otherwise have received** (please see below in relation to late applications.) You should make sure you allow the time to get any necessary supplementary information/signatures required for the Form prior to the deadline for its return.

¹ If you have difficulties completing the online form please contact the local authority for assistance. Alternative formats will be made available as appropriate to meet applicant needs.

² Your home local authority will advise you in the event that no places are available in any of the schools included within your application.

(c) Transition from nursery provision

The admission of children into Reception year is a completely separate process to nursery admissions. Attendance at a particularly nursery class or early years provider does not give a child any priority within this admissions policy, even if the school and nursery are located on the same premises or the nursery is run by the school itself. A separate application is required in all cases.

(d) Late applications

Applications received by your home local authority after the closing date (15 January 2022) are “late applications.” Their treatment will depend on the date they are received.

The Trust will consider applications that are late but which are received before 15 March 2022 at the same time as “on time” applications if the late application is accompanied by a reason as to why it is late and the Trust determines that that reason is satisfactory.

Late applications received after 15 March 2022 but before the start of the school year (01 September 2022), will always be processed as late applications. They will be considered against the same criteria as “on time” applications, assessed as at the time the application is made, but will only be considered once all “on time” applications have been processed. As such, they will have less chance of success.

Late applications received after City of York Council’s period of co-ordination has ended (31 December 2022) will be considered as “in year” applications (please see section 6 on “in year” applications).

3. Admission number

The school’s Published Admission Number – that is number of places available for admission to Reception at the school in September 2022 - is 30. If no more than 30 applications are received where the school is included as a preference, places will be made available for all applicants.

4. Allocation of places

The school will admit **all children with a Statement of Special Educational Needs (SEN) or Education, Health and Care Plan (EHCP)** in whose Statement or EHCP the school is named. If your child has any such statement or EHCP, please contact your home local authority who will advise you on the process for gaining admission to the school.

If the number of preferences expressed for the school exceeds the number of places remaining available (after the admission of any children with a Statement of SEN or an EHCP whose Statement or EHCP names the school), priority will be awarded to applicants using the following oversubscription criteria, which will be applied in the order of priority shown.

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; all children who have been adopted from local authority care (subject to an adoption; residence or special guardianship order); and all children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

2. Children with exceptional social or medical needs which make the school the most suitable school for the child

To be given priority on this basis, the Trust would have to be satisfied that the child's needs were such that the school would be the most suitable school for the child.

In order to be eligible for consideration under this criterion, you will need to submit a completed Supplementary Information Form as outlined in paragraph 2b above. *The Supplementary Information Form will need to be accompanied by professional supporting evidence, in writing, from a doctor, specialist, health professional or social worker (as appropriate) setting out:*

-The relevant needs

- How those needs would affect the child's education or ability to get to school; and

- The particular reasons why the school would be the most suitable for the child as a result e.g. the difficulties that would be caused if the child had to attend another setting.

The Trust may liaise any third parties as they may deem appropriate in making their assessment.

3. Children living in the school's Catchment Area with siblings at the school

The Catchment Area for the school is the area determined in partnership between City of York Council and the Trust and is shown at Appendix 1. It is also available online at www.york.gov.uk/schooladmissions and in the City of York Council's Guide for School Catchment Areas.

In order to be eligible under this criterion, the sibling must be on roll at the school at the proposed date of admission. "Siblings" for the purposes of this criterion are brothers or sisters living in the same house, as their primary place of residence.

For the purposes of this criterion, a child will be another child's brother or sister if they are their natural brother/sister; adopted brother/sister; half brother/sister; step brother/sister; or foster brother/sister. The definition does not include cousins or other family members sharing a house.

4. Children living within the Catchment Area who regularly and frequently worship, or whose parent(s)/carer(s) regularly and frequently worship, at a Christian place of worship

Please see criterion 3 above for the definition of Catchment Area.

To be eligible under this criterion, the applicant must be able to demonstrate the required frequency of worship by the child or at least one parent/carer. The minimum level of worship will be attendance at worship at an average of at least once a month for at least one year immediately prior to the date of application. The worship must be at a regular public service at a Christian place of worship. A Christian place of worship is defined as a Church which is in full membership of Churches Together in Britain and Ireland. For up to date information on membership of Churches Together in Britain and Ireland, please visit their website at www.ctvi.org.uk.

In order to be eligible for consideration under this criterion, you will need to submit a completed Supplementary Information Form as outlined in paragraph 2b above which includes verification of attendance at worship from your minister of religion.

5. Children living within the Catchment Area who regularly and frequently worship, or whose parent(s)/carer(s) regularly and frequently worship at a recognised place of worship for other major world faiths.

Please see criterion 3 above for the definition of Catchment Area.

For the purpose of this criterion, "other major world faiths" means Buddhism, Hinduism, Islam, Judaism and Sikhism.

To be eligible under this criterion, the applicant must be able to demonstrate the required frequency of worship by the child or at least one parent/carer. The minimum level of worship will be attendance at worship at an average of at least once a month for at least one year immediately prior to the date of application. The worship must be at a regular public service at a recognised place of worship for the relevant faith.

In order to be eligible for consideration under this criterion, you will need to submit a completed Supplementary Information Form as outlined in paragraph 2b above which includes verification of attendance at worship from your minister of religion.

6. Other Children living within the Catchment Area

Please see criterion 3 above for the definition of Catchment Area.

7. Children living outside the Catchment Area with siblings at the school

Please see criterion 3 above for the definition of Catchment Area and the definition of siblings for these purposes. In order to be eligible under this criterion, the sibling must be on roll at the school at the proposed date of admission.

8. Children living outside the Catchment Area who regularly and frequently worship, or whose parent(s)/carer(s) regularly and frequently worship at a Christian place of worship

Please see criterion 3 above for the definition of Catchment Area.

To be eligible under this criterion, the applicant must be able to demonstrate the required frequency of worship by the child or at least one parent/carer. The minimum level of worship will be attendance at worship at an average of at least once a month for at least one year immediately prior to the date of application. The worship must be at a regular public service at a Christian place of worship. A Christian place of worship is defined as a Church which is in full membership of Churches Together in Britain and Ireland. For up to date information access on membership of Churches Together In Britain and Ireland, please visit their website at www.ctvi.org.uk.

In order to be eligible for consideration under this criterion, you will need to submit a completed Supplementary Information Form as outlined in paragraph 2b above which includes verification of attendance at worship from your minister of religion.

9. Children living outside the Catchment Area who regularly and frequently worship, or whose parent(s)/carer(s) regularly and frequently worship at a recognised place of worship for other major world faiths

Please see criterion 3 above for the definition of Catchment Area.

For the purpose of this criterion, "other major world faiths" means Buddhism, Hinduism, Islam, Judaism and Sikhism.

To be eligible under this criterion, the applicant must be able to demonstrate the required frequency of worship by the child or at least one parent/carer. The minimum level of worship will be attendance at worship at an average of at least once a month for at least one year immediately prior to the date of application. The worship must be at a regular public service at a recognised place of worship for the relevant faith.

In order to be eligible for consideration under this criterion, you will need to submit a completed Supplementary Information Form as outlined in paragraph 2b above which includes verification of attendance at worship from your minister of religion.

10. Any other Children

Tie- Breaker - If there are more applications within any given criterion than there are remaining places available, the places will be allocated to children satisfying the relevant criterion who live closest to the school using the nearest available safe walking route. Distances will be measured by a GIS mapping system from the child's home address to the main entrance of the school. (Where a safe walking route does not exist, we will measure along main roads including using maps from third-party mapping companies.) If the measurement of the distance from home to school above does not distinguish between two or more applicants with equal priority, random allocation will be used as the final tie-breaker. This will be supervised by someone independent of the school and the Trust. Where the application of the above would lead to a place being made available for a child of multiple birth, but not their sibling(s), we will work within the Admissions Code in order to make a place available for the sibling(s) wherever reasonably possible.

Address – You should consult your “home” local authority’s guidance on what is the child’s address for the purposes of your application. The correct address to be used for the purpose of the local authority’s application process will be used for the purpose of applying this oversubscription criteria and the tie breaker in this policy. You may be asked to show evidence of any current or previous address and enquiries may be made to obtain verification, including of any third parties, should this be deemed necessary.

5. Time for admission

(a) Usual entry point

Children will normally be admitted into the year group relevant to their age and (save as outlined below) application should be made to that year group.

Save as outlined below, for those applying in the normal admissions round, offers will be made for a full time place in Reception commencing in September 2022, being the September following the child’s fourth birthday.

(b) Delayed admission into year group relevant to child’s age

Parents/carers receiving an offer for their child to start in Reception in September 2021 have the option to delay the date their child starts in Reception until later in the 2022/23 school year, as long as their admission is not delayed beyond the point at which they reach compulsory school age nor beyond the beginning of the final term in the year of admission (1 April 2023). A child normally reaches compulsory school age at the start of the term following their fifth birthday. There is an additional option for summer born children – on which please see (c) below.

The table below sets out the position:

Date of birth	Date reach compulsory school age	Latest date for admission to year group relevant to child’s age
1 September 2017 - 31 December 2017	31 December 2022	1 January 2023 to join in Reception
1 January 2018 - 31 March 2018	31 March 2023	1 April 2023 to join in Reception
1 April 2018 - 31 August 2018 (“summer born”)	31 August 2023	1 April 2023 to join in Reception (or 1 September 2023 to join in year 1 – see section (c) below)

If you would like to delay your child’s entry so they do not start in September 2022, you must still apply in the normal admissions round. If you are allocated a place, you will then need to advise the school in writing of the intended start date and keep in regular contact with the school regarding any changes to this intended date. The school will hold a place for that child and not offer it to another child during the remainder of the Reception year. You should contact the school to make arrangements for admission of your child in the 20 school days before the intended start date. If you do not contact the school in the 20 school days before an intended and/or previously communicated start date, the school will make all reasonable efforts to contact you by telephone and in writing at any known physical address or email address. In the event that our attempts to contact you are unsuccessful, the school place may be withdrawn.

(c) Deferring admission: admission outside of normal age group

Parents/carers may seek to delay their child's admission to school so that they are admitted outside of their normal age group, for example if they have experienced problems such as ill health. In addition, the parents/carers of a summer born child (i.e. a child born between 1 April 2018 and 31 August 2018) may choose not to send that child to school until 1 September 2023 (being the 1 September after they turn five and the date they reach compulsory school age) and may request that they are admitted out of their normal age group – to Reception rather than Year 1 (which would be their usual year group).³ Parents/carers considering requesting admission out of the normal age group are encouraged to contact the school at an early stage to discuss their intentions.

The Trust will make decisions on requests for admissions outside the normal age group on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of:

- the parent's/carer's views;
- any information provided about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group; and
- where applicable, whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The Trust will also take account of the views of the Headteacher in assessing the request. When informing the parent/carer of their decision on the year group the child should be admitted to, the Trust will set out clearly the reasons for the decision.

Please note: For the purposes of coming to a decision on such deferrals for those children living in the City of York, the Trust has committed to be part of the City of York Council's co-ordinated deferral policy. Further details can be found here: www.york.gov.uk/schooladmissions. As such, where a decision is covered by that policy, a co-ordinated decision will be made by York schools and academies in conjunction with the City of York Council, by which (in the absence of exceptional circumstances) schools and academies within the City will agree to be bound.

You should request such a deferral as part of the normal admissions round where possible. As such:

- parents/carers wishing to defer admission should still apply for a school place at the normal time – i.e. by 15 January 2022
- by the same deadline, the parent/carer should also submit a written deferral request to the headteacher of the school and the City of York Council, together with any supporting evidence that the parent/carer wishes to be taken into account.

This will allow requests to be considered prior to National Offer Day.

If the request is approved, then the application and preferences originally submitted as part of your home local authority's application process will be withdrawn and no decision will be made on the basis of the original application. **Please note, a place will not be reserved for your child: where a deferral is granted, parents/carers must then reapply for a Reception place in the next admissions round (i.e. for a place in September 2023) alongside children who are one school year younger.** Parents/carers should make it clear in their fresh application that a deferral has previously been agreed.⁴ The fresh application will be considered in accordance with school's 2023/24 admissions policy as part of the normal admissions round⁵ and on the basis of the admission arrangements outlined in the school's 2023/24 policy, including the application of oversubscription criteria. The Trust will not give the application lower priority on the basis that the child is being admitted out of their normal age group.

³ Please note that children who have deferred and commenced education in this way will most likely continue to be one school year behind their age-related peers for the duration of their time at school.

⁴ as the date of birth will fall outside the normal date of birth range for the required admissions round

⁵ unless the parental/carer request is made too late for this to be possible

If a request is not approved, parents/carers will be notified by their home local authority of the result of their original application in the usual way.

We will endeavour to process requests to defer received after 15 January 2022 within 6 weeks from receipt. If the request is approved, any offer received as part of the normal admissions round will be withdrawn.

Should parents/carers disagree with a decision to refuse their request, they should put their complaint in writing and follow the Trust's complaints policy: whilst parents/carers have a statutory right to appeal against the refusal of a place at a school for which they have applied, this right does not apply if they are offered a place at the school but it is not in their preferred age group.

(d) Part time attendance

Children may attend part-time until the point where they reach compulsory school age. Please let us know, after your child has been allocated a place, if you would like your child to attend part time so we can discuss the necessary arrangements. You should inform us of your intention to start your child on a part time basis by 31 May 2022.

6. In-year admissions

In-year admissions are admissions outside the normal admissions round.

Parents/carers may apply for a change of school for their child at any time. Please call the school on 01904 554243 or email us at office@stl.pmat.academy to find out about any in-year vacancies.

Please note that there may be several interested applicants for any available place and that the City of York Council hold waiting lists of refused and requested preferences for all year groups at all schools. There may therefore be other applicants who are more entitled to an available place at the time at which a place becomes available.

(a) Application process

The school is part of the City of York Council's co-ordinated in-year admissions scheme. As such, if the City of York Council is the home local authority, you should complete the City of York Council's in-year online application,⁶ including the school as one of your preferences, no later than 20 school days before the place is required. The online application form can be found at www.york.gov.uk/schooladmissions. The City of York Council will then liaise with the Trust as appropriate. If City of York Council is not your home authority, you should check with your home local authority whether they co-ordinate in year admissions. If they do, their procedures should be followed. Otherwise, please contact the school to obtain a copy of the school's in-year application form and return it to the school directly.

If you are applying under one of the oversubscription criteria that requires the school's Supplementary Information Form to be completed, please complete and return this to the Trust marked for the attention of the Admissions Clerk at the same time as submitting your in-year application.

(b) Determination of application

Whilst the school does have a published admissions number of 30, this number only applies for admission into Reception. Although a published admission number may help set class organisation in later years, decisions in relation to places in other year groups will be made primarily on class organisation. As such, a place may be refused even if the numbers on roll in the

⁶ If you have difficulties completing the online form please contact the local authority for assistance. Alternative formats will be made available as appropriate to meet applicant needs.

relevant year group are lower than the published admission number. In determining whether a place is to be offered, consideration will be given as to whether the admission of any additional child would prejudice the provision of efficient education or the efficient use of resources.

Where there is an available space and there are no other applications for this place, the place will be made available. Where there is an available space and there are more applications for a place than places available, priority is given in accordance with the oversubscription criteria set out above. The oversubscription criteria will be applied as at the date the place becomes available.

You will be notified of the outcome of your application by City of York Council or (if the City of York Council is not your home local authority) the school, who will also notify your home local authority that the place has been offered. If the application is refused, the applicant will be informed of their right to appeal and their right to be placed on the waiting list (on which please see below).

(c) Start date

Where a child is changing schools due to relocation, the place may be taken up once the school has been able to make suitable arrangements. However, where a child is changing schools for other reasons and the child's current school is within a reasonable travelling distance, it is expected that the start date will be at the start of a new half term or other suitable day as determined by the school.

(d) Fair access

Please note that the operation of this policy is subject to the City of York Council's Fair Access Protocol. This Protocol is agreed with schools within the authority to ensure that – outside the normal admissions round - unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. It also requires local authorities to ensure that no school is required to take a disproportionate number of children with challenging behaviour. The Fair Access protocol will take priority over this policy.

7. Waiting List

If the school is oversubscribed, a waiting list will be established.

Parents/carers who are not successful in obtaining a place in the normal admissions round will need to inform their home local authority in writing of their wish for their child to join the school's waiting list. The waiting list will be maintained by City of York Council.

Parents/carers who are not successful in obtaining a place following an in-year application received during the 2022/23 academic year will automatically be placed on the waiting list.

City of York Council will maintain the waiting list on behalf of the Trust from the offer day (16 April 2022) until 31 August 2023, at which time the waiting list will be reset. Should applicants wish to remain on a waiting list for a future school year, they should submit a new application by 1 June in the relevant year, which is the date on which the waiting list will be reset and, in the absence of a new application, all names on the list will be removed. City of York Council also maintain in-year waiting lists on behalf of the Trust.

In each case, a child's position on the list will be determined by the oversubscription criteria above only and will reflect their current circumstances (where these circumstances have been provided to the Admissions Clerk). Each additional applicant, or change in circumstances of an applicant which is notified to the school, will require the waiting list to be reordered in accordance with the oversubscription criteria. Should a place become available while the waiting list is in operation, a place will be made available to the applicant entitled to be on the top of the waiting list on the day the place became available.

Placing a child's name on a waiting list does not affect a parent's/carer's right of appeal against an unsuccessful application.

8. Appeals

Applicants refused a place at the school have a statutory right of appeal. If an application for a place at the school is refused, the applicant will be informed of the reasons and of their right to appeal. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

Appeals are heard by an independent appeals panel and in line with the School Admission Appeals Code. Further details will be provided in the event that your application is refused. We will also publish our appeals timetable on our website by 28 February 2022.

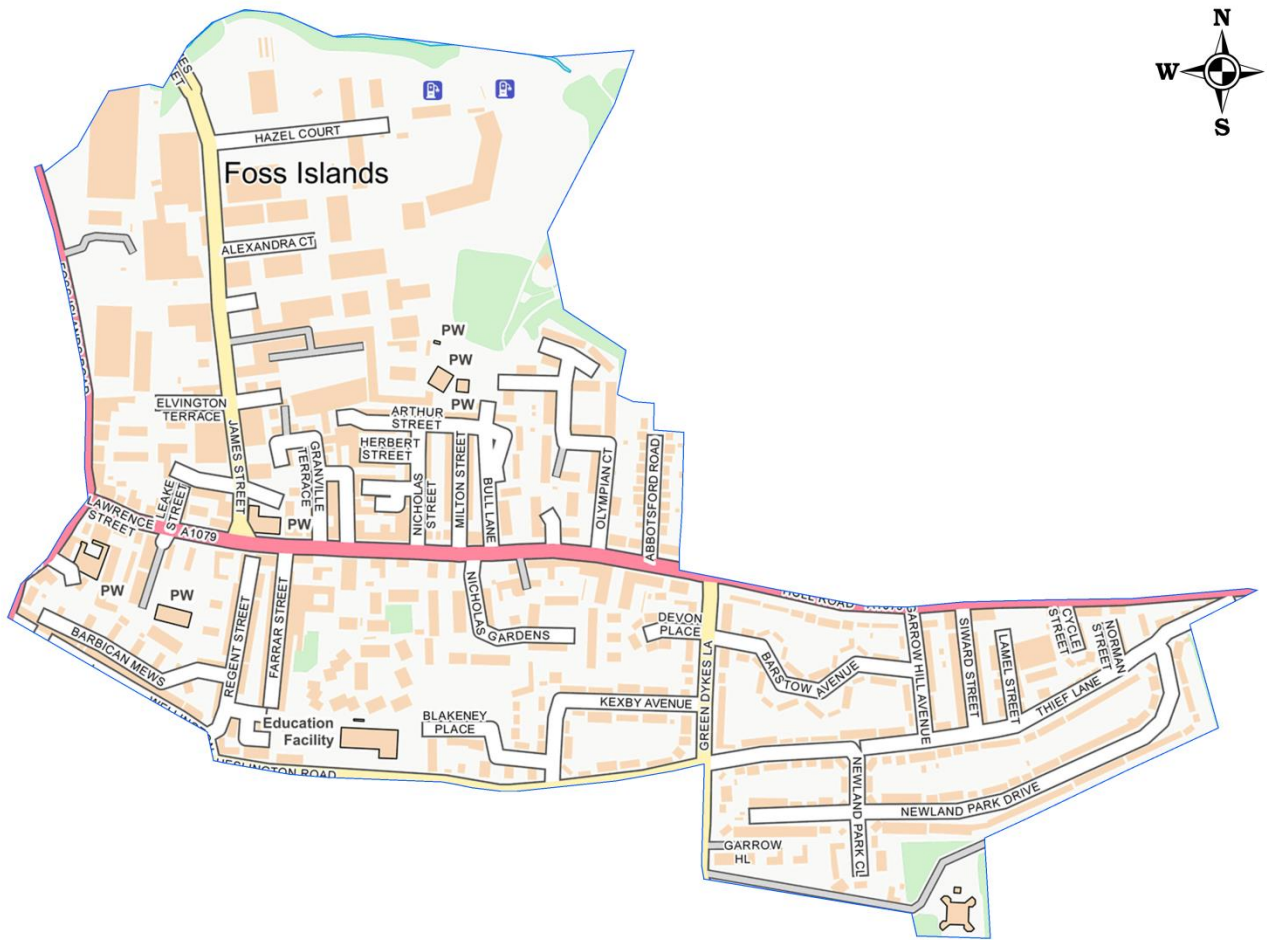
Applicants will only be able to appeal once in any one school year unless, in exceptional circumstances, the Trust has accepted a second application because of a significant and material change in the circumstances of the parent/carer, child or school, which has also been refused.

9. False Information

Applicants are strongly urged to complete the local authority's application and (if applicable) the school's Supplementary Information Form as accurately and fully as possible. Where an offer of a place at the school has been made on the basis of a fraudulent or intentionally misleading application which effectively denies a place to a child with a stronger claim, then under the School Admissions Code the school is able to withdraw the place. In the event that a place is withdrawn, the application will be considered afresh.

APPENDIX 1: Map of Catchment Area

St Lawrence's CE Primary



Contains OS data © Crown copyright and database right (2018)

APPENDIX 2: Supplementary Information Form**St Lawrence's Church of England Primary School****Supplementary Information Form - 2022/23 Admissions**

Please note that this it is only necessary to complete this form where you are applying for priority under oversubscription criteria in the School's admissions policy.

Name of Child:	
Date of Birth:	
Address:	

Please indicate all relevant criteria that apply to your application and complete the relevant information:

Criterion	Please tick	Additional Information Required
2 Children with exceptional social or medical needs which make the school the most suitable school for the child		Please note additional information is required as set out in section 2 above.*
4 Children living within the Catchment Area who regularly and frequently worship, or whose parent(s)/carer(s) regularly and frequently worship at a Christian place of worship		Please note that additional information is required as set out in section 4 above and that a signature is required from your minister of religion.*
5 Children living within the Catchment Area who regularly and frequently worship, or whose parent(s)/carer(s) regularly and frequently worship at a recognised place of worship for other major world faiths		Please note that additional information is required as set out in section 5 above and that a signature is required from your minister of religion.*
8 Children living outside the Catchment Area who regularly and frequently worship, or whose parent(s)/carer(s) regularly and frequently worship in a Christian place of worship		Please note that additional information is required as set out in section 8 above and that a signature is required from your minister of religion.*
9 Children living outside the Catchment Area who regularly and frequently worship, or whose parent(s)/carer(s) regularly and frequently worship at a recognised place of worship for other major world faiths		Please note that additional information is required as set out in section 9 above and that a signature is required from your minister of religion.*

*You should make sure you allow the time to get the necessary information/signature prior to the deadline for return of the form.

Name of person filling in the form (parent/carer):	
Relationship with child:	
Contact details:	
Signature:	

Please return this Supplementary Information Form to St Lawrence's CE Primary School, Heslington Road, York YO10 5BW marked for the attention of the Admissions Clerk.

(Supplementary Information Form continued)

Confirmation of regular attendance at worship
For completion by your minister of religion

I hereby confirm that the aforementioned child or at least one parent/carer of the aforementioned child

1. Has attended worship at a regular public service (please tick):

At a Christian Church, being a Church which is in full membership of Churches Together in Britain and Ireland⁷

A recognised place of worship for the following faith:

- Buddhism
- Hinduism
- Islam
- Judaism
- Sikhism

2. And that such attendance has been at an average of at least once a month for at least one year immediately prior to the date of application. *

Name and address of place of worship attended:

Name	
Signature:	
Position:	
Correspondence address:	
Telephone number:	

**In the event that you have attended worship at different places of worship during the relevant period e.g. as you have moved areas, but taken together the attendance at worship at these places of worship would be sufficient to qualify for a place under the relevant criterion, please ask your Minister of Religion for each place of worship to complete this form specifying the relevant periods of attendance and frequency.*

⁷ For up to date information on membership of Churches Together in Britain and Ireland, please visit their website at www.ctvi.org.uk.

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Diocese of Middlesbrough

Academy Admission Policy for

St. Wilfrid's Catholic Primary School a member of the St Margaret Clitherow Catholic Academy Trust within City of York Local Authority

Admission in September 2022

St. Wilfrid's was founded by the Catholic Church to provide education for baptised Catholic children. The school is run by the Board of Directors of St. Margaret Clitherow Catholic Academy Trust as part of the Catholic Church in accordance with its Trust Deed and Articles of Association and seeks at all times to be a witness to Jesus Christ.

Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the oversubscription criteria listed below.

The Board of Directors is the Admissions Authority and is responsible for determining the academy's admissions policy. The Planned admission number for September 2022 is **40**

The partner parishes are: St. Wilfrid, St. Joseph, St. Margaret Clitherow and St. Paulinus (Parish boundary map included).

The Admissions Policy Criteria will be applied on an Equal Preference basis.

How and when to apply

Applications must be made on the Local Authority Common Application Form. Parents applying to a Catholic Academy should also complete the Supplementary Information Form (SIF) as if the academy is oversubscribed; the information contained within the SIF will allow the Board of Directors to identify which over subscription criteria your application is to be considered against. All forms must be returned by the closing date set by the Local Authority. Failure to provide a Supplementary Information Form (SIF) could affect the category your application is placed in. Please note that it is the responsibility of the parent/carer to complete all forms and supply evidence – reminders will not be sent.

Children with an **Educational Health and Care Plan** which following formal consultation names our academy in their plan will be admitted to the academy.

Late Applications

Any applications received after the closing date will be accepted but considered only after those received by the closing date.

Over Subscription Criteria

Where there are insufficient places available to meet all parental preferences, priority will be given to applications in the following order:

(First priority in each category will be given to siblings (see note 4) that is, children who will have older brothers or sisters attending the academy in September 2022)

1. Catholic 'children looked after' (in public care) and Catholic children previously 'looked after' but ceased to be so because they became adopted or became subject to a residence or special guardianship order immediately following having been looked after.
2. Catholic children whose home address is within the parishes of St. Joseph, St. Margaret Clitherow, St. Paulinus and St. Wilfrid.
3. Other Catholic children.
4. Other 'children looked after' (in public care) and other children previously 'looked after' but ceased to be so because they became adopted or became subject to a residence or special guardianship order immediately following having been 'looked after.'
5. Children of other Christian denominations (see note 3)
6. Other children.

Additional Notes**1. Definition of Catholic**

Children who have been baptised as Catholics or have been formally received into the Catholic Church. All applicants seeking admission under any of criteria 1 to 3 will be asked to provide evidence that the child has been baptised as a Catholic or has been received into the Catholic Church. A baptismal certificate or a letter from their priest confirming their baptism or reception into the Catholic Church will suffice.

2. Definition of Looked After Child in Public Care

A **looked after child** is a child who is (a) in the care of a Local Authority or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22 (1) of the Children Act 1989):

3. Definition of children of other Christian denominations.

"Children of other Christian denominations" means: children who belong to other churches and ecclesial communities which, acknowledging God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is

included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and of CYTÛN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis. All applicants seeking admission under any of criteria 5 will be asked to provide evidence that they are members of another Christian denomination. A baptismal certificate or a letter from their religious leader will suffice.

4. Definition of Sibling

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling and is in attendance at the same school on the date of admission.

5. Multiple Births

For multiple births where only 1 place remains, infant classes will be allowed to exceed the statutory limit where the 31st child is a twin or from multiple births. The 'excepted pupil' will be allowed for the time in Key Stage 1 or until the class numbers fall back to current class size limit.

6. Admission of a child outside their normal age group

Parents may seek a place for their child outside of their normal age group, for example if the child is gifted and talented or has experienced problems such as ill health. In addition parents of a Summer born child (born between 1st April and 31st August) may choose not to send their child to school until the September following their 5th birthday and may request that they are admitted out of their normal age group – to reception rather than Year 1. If you wish to request admission of a child outside of their normal year group you must contact the school to discuss your request four weeks before the closing date of the admission period for your child's normal year group. If the school agrees to your request, you should submit your application in the application window for the deferred year in which you wish your child to be admitted to the school. **Please note – the deferred application will be considered against all other applications for entry that year based upon a strict application of the admissions criteria and agreement to deferral does not automatically mean your child will be offered a place at the academy in that year.**

Tie-breaker

- a) Where there are places available for some, but not all applicants within a particular criterion, distance from home address to the school entrance will be the deciding factor. Distance will be measured by a GIS mapping system from the front door of the child's home address (including flats) to the main entrance of the school using the nearest available safe walking route [using the Local Authority's computerised measuring system] with those living closer to the school receiving the higher priority. If the admission number is reached at the point at which the next applicant resides in a home equal distance from the last successful place(s) offered, the last place will be offered by drawing lots. When the application of this rule would lead to the separation of twins or multiple birth siblings, both (or all) will be admitted.

Right of Appeal

Where a parent has been notified that a place is not available for a child, every effort will be made to help the parent to find a place in a suitable alternative school or academy. Parents who are refused a place have a statutory right of appeal. Further details of the appeals process are available by writing to the Chair of the Board of Directors at the academy address.

Home Address

It is the parental address, which will be used in applying the admission criteria. This means that, when stating your choice of school or academy, you should give the parental/guardian address at the time of application. The address of childminders or other family members who may share in the care of your child should not be quoted as the home address.

Waiting Lists

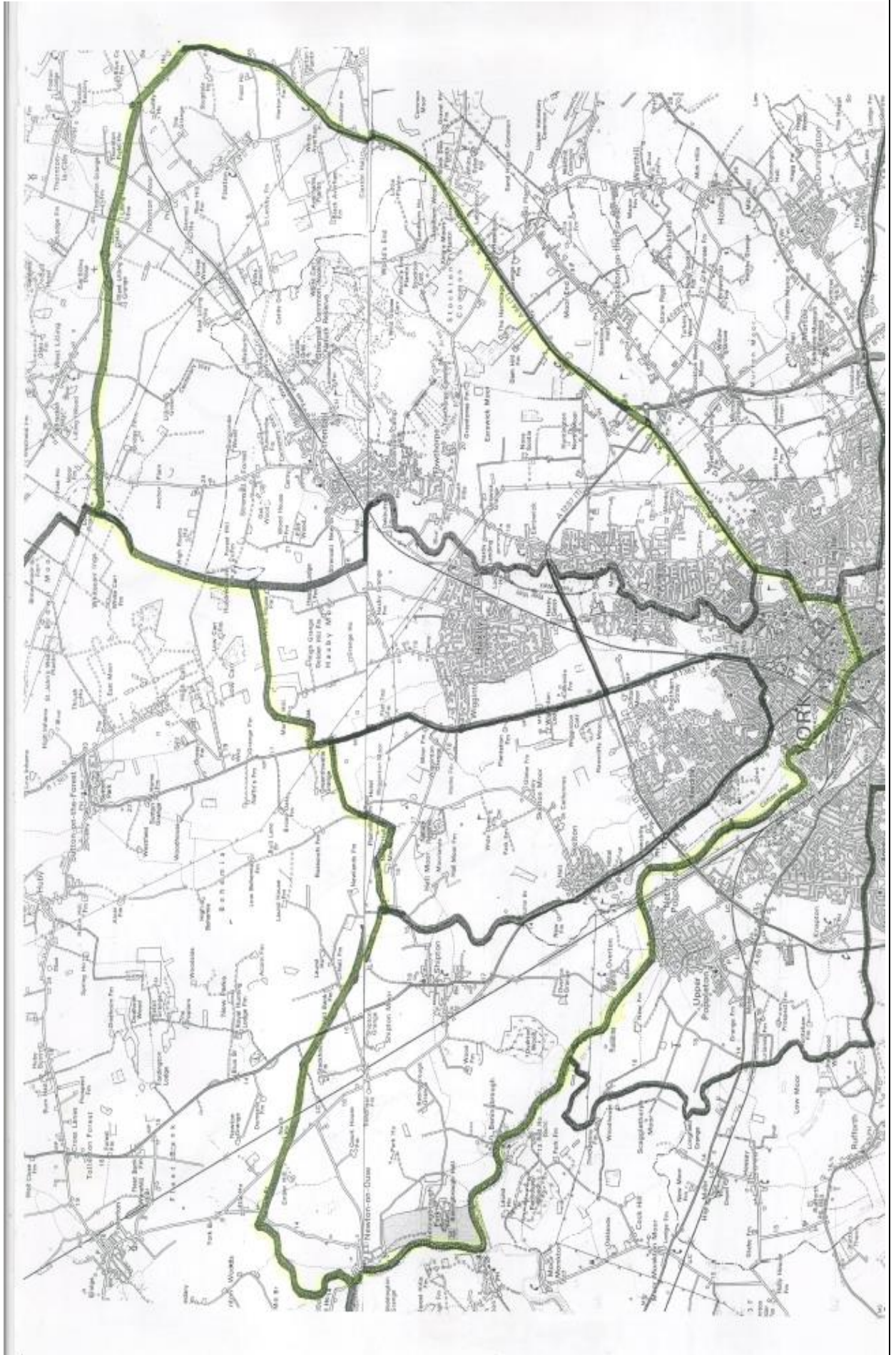
If your child has been refused admission, a waiting list is available where priority will be given according to the above criteria based on the information provided at the time of application. The waiting list will be open until the end of the Autumn term.

Application Information

It is very helpful to have an early indication of the number of children to be admitted to the Reception class in the following September. However, it must be stressed that formal written applications for admission must be made on the form provided by the Local Authority and returned to them by the stated date. Places will then be allocated by strict application of the above criteria, with no reference to the date of application. Parents will be notified as to whether or not their child has been allocated a place according to the published Local Authority timetable.

**This policy was last consulted on between (Date) and (Date)
Unless changes are proposed, the policy will next be consulted upon in**

Admissions Policy



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Fides Caritas Unitas



Diocese of Middlesbrough

ALL SAINTS RC SCHOOL

Diocese of Middlesbrough

All Saints RC School

Admissions Policy - Sixth Form September 2022



'Jesus said, Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these'. (Matthew 19.14)

1. Principles of the Policy

All Saints RC School was founded by the Catholic Church to provide education for baptised Catholic children. The school is run by its governing body as part of the Catholic Church in accordance with its Trust Deed and Instrument of Government and seeks at all times to be a witness to Jesus Christ.

2. Aims

This policy establishes the principles by which students will be admitted into the school sixth form in the event there are more applicants than places. All students are required to apply for a place in the Sixth Form.

3. Definitions

Looked after Child in Public Care

A **looked after child** is a pupil who is in the care of a LA or provided with accommodation by that authority (For more in depth definitions see sections 8, 14A and 22(1) of the Children Act 1989 and section 46 of the Adoption and Children Act 2002).

Catholic

Children who have been baptised as Catholics or have been formally received into the Catholic Church. All applicants seeking admission under any of the Oversubscription Criteria 1 to 4 will be asked to provide evidence that the child has been baptised as a Catholic or has been formally received into the Catholic Church. A baptismal certificate or a letter from their priest confirming their baptism or reception into the Catholic Church will suffice.

Catechumen

A Catechumen is a member of the catechumenate of the Catholic Church; they are under instruction to become a member of the Catholic Church. A certificate of reception into the order of catechumens will normally evidence this.

Brother and Sister (Sibling)

Brother or sister includes half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit, at the same address as that sibling and is in attendance at the same school on the date of admission.

Eligible Parents

Eligible parents are defined as staff employed at All Saints for two or more years or potential staff who will meet a skills shortage.

Churches Together in England See

http://www.cte.org.uk/Groups/234772/Home/Contacts/Member_Churches_list/Member_Churches_list.aspx

Applicants seeking admission under criterion 8 will be required to produce a baptismal certificate or a letter confirming their baptism.

Distances

Distance will be measured by the shortest walking route from the front door of the child's home address to the main entrance of the school, using the Local Authority's GIS computerised measuring system, with those living closer to the school receiving the higher priority.

4. Implementation

Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the Oversubscription criteria listed below.

The Governing Body is the Admissions Authority and is responsible for determining the school's admissions policy. The Published admission number for external students for September 2022 is 35.

Admission to the Sixth Form

1. Admission to the Sixth Form will be from:
 - a) Students in Year 11 at All Saints RC School
 - b) Students from outside of All Saints RC School
2. Students on roll at All Saints RC School are required to apply for a place in the Sixth Form, as are students from other schools.
3. The entry requirements for admission to the Sixth Form shall be the same for students on roll in Year 11 at the school and external applicants.
4. Students will be enrolled into the Sixth Form prior to the start of the Autumn Term in each school year although there may be some occasions when students transfer during the academic year.

Entry Requirements

All those seeking admission to the Sixth Form must achieve the necessary grades for access onto the courses they have chosen (refer to the subject specific entry requirements). All applications are subject to approval by the Sixth Form team. Should a subject applied for not have been studied previously at GCSE entry will be at the discretion of the Sixth Form team in negotiation with the department and under the criteria they determine e.g. evidence in the form of a portfolio or prior attainment. Access to new subjects (not necessarily available at GCSE) is dependent on the applicants' GCSE profile and on condition that no more than two new subjects are studied.

Children with an **Educational Health and Care Plan**, which names our school in their plan, will be admitted to the school.

Late Applications

Any applications received after the closing date will be accepted but considered only after those received by the closing date.

Oversubscription Criteria

Where there are more applications for admission than the number of places available in any year group, places will be offered according to the following order of priority:

1. Catholic 'children looked after' (in public care) and Catholic children previously 'looked after' but ceased to be so because they became adopted or became subject to a residence or special guardianship order immediately following having been looked after.
2. Catholic children of members of school staff who have been employed at the school for two or more years at the time at which the application for admission to the school is made.
3. Other Catholic children.
4. Other 'children looked after' (in public care) and other children previously 'looked after' but ceased to be so because they became adopted, or became subject to a residence or special guardianship order immediately following having been looked after.
5. Catechumens.
6. Children with a brother, sister or eligible parent at the school at the time of proposed enrolment.
7. Children who are baptised or dedicated members of other Christian Churches as recognised by Churches Together in England (see definitions)
8. All other applicants.

Tie-break Criteria

Where the offer of places to applicants in any of the categories would lead to over subscription within that category, applicants will be prioritised in the following order:

1. Children who have a brother or sister at the school at the time of proposed enrolment.
2. Children currently in receipt of Free School Meals or children who have been in receipt of Free School Meals in the last six years.
3. Children with one or more parents that are in the armed services.
4. Those with the shortest safe walking route from their home to school. Distance will be measured by the shortest walking route from the front door of the child's home address to the main entrance of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority.

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

5. Monitoring, Evaluation and Review

The Governing Body will review this policy every year and assess its effectiveness and implementation

6. Availability

This policy, and its advisory Notes for Guidance, will be included in the Staff handbook. Copies will also be available, if required, from the Head Teacher's Secretary and the school website.

Person Responsible:	<i>Assistant Headteacher (Head of Sixth Form)</i>
Reviewed by:	<i>Governors' Admissions Committee</i>
Last Review Academic Year:	<i>Jan 2021</i>
Adopted by Governing Body	<i>Jan 2021</i>



Fides Caritas Unitas

ALL SAINTS RC SCHOOL

Diocese of Middlesbrough

All Saints RC School

Admissions Policy - Sixth Form September 2022

Notes for guidance



*"Blessed are those who have discovered wisdom, those who have acquired understanding".
(Proverbs 3.13)*

The governing body is responsible for admissions to this school, not the Local Authority.

The total number of children in each year group may not normally exceed 260.

Appeals

Any student refused the offer of a place in the Sixth Form has the right of appeal to an independent appeals panel.

False Information

Where the School has made the offer of a place in the Sixth Form based on a fraudulent or intentionally misleading application, which has effectively denied a place in the Sixth Form to a student with a stronger claim, the offer of a place will be withdrawn.

Late Applications

Late applications will be considered up to the end of the September in the Autumn Term. Option blocks are determined after the application deadline has passed. Consequently, for late applications, some subject options may not be available. Any offers or conditional offers may be subject to the size or projected size of classes.

Timetable for Admission

- | | |
|---|----------------|
| 1. Students complete application | January 2022 |
| 2. Applications processed | February 2022 |
| 3. Option blocks are fixed based on applications | March 2022 |
| School makes conditional offer and this is
Communicated to parents | |
| 4. GCSE results are published | August 2022 |
| 5. Admission confirmed or refused | August 2022 |
| 6. Independent appeals | September 2022 |

Churches Together in England

See: http://www.cte.org.uk/Groups/234772/Home/Contacts/Member_Churches_list/Member_Churches_list.aspx

DRAFT

Archbishop Holgate's School

A Church of England Academy



2022/23 Admissions Policy

This policy is for students to start Sixth Form in September 2022

Approved by Trust	
Next review due	

1. Introduction

Archbishop Holgate's is a Church of England Academy serving the whole community in which it is set. It is committed to giving its students the best possible educational opportunities whilst living Christian values into being, within the tradition of the Anglican church. From its foundation in 1546, Archbishop Holgate's has welcomed applications from both its local community and a wider area.

The Governing Body is the Admissions Authority for Archbishop Holgate's School and is therefore responsible for the admission of students to Year 12 (post-16 provision) at the school. Any queries regarding Sixth Form admissions should be directed to the Sixth Form.

2. Admission to Year 12

Admission to Year 12 will be from:

- (a) students in Year 11 at Archbishop Holgate's School; and
- (b) students from outside Archbishop Holgate's School.

Students on roll at Archbishop Holgate's School are required to apply for a Sixth Form place as are students from other schools. All applicants must submit an application form to the school.

The entry requirements for admission to Year 12 shall be the same for students on roll in Year 11 at the school and external applicants.

Sixth Form students will be admitted at the start of the Autumn Term in each school year although there may be some occasions when students transfer during an academic year.

DRAFT

3. Minimum Entry Requirements

All those seeking admission to the Sixth Form must achieve the necessary grades for access onto the courses they have chosen. Automatic entry onto Level 3 courses includes students achieving 5 Grade 4 GCSEs including Grade 4 in English and/or Mathematics. Students with either English and/or Mathematics at Grade 3 or below will have individual meetings to determine the most suitable pathway within the Sixth Form.

All students applying for the Work Skills programme will have individual meetings to determine if pathways are available.

The school will admit all children with a Statement of Special Educational Need (SEN) or Education, Health and Care Plan (EHCP) in whose Statement or EHCP the school is named. If your child has any such statement or EHCP, please contact your home local authority who will advise you on the process for gaining admission to the school.

Oversubscription criteria

If the number of external applicants for Year 12 exceeds the number of places remaining within the published admission number, after the admission of any external students with a statement of SEN or an EHCP in whose statement or EHCP the school is named, and who meet the academic entry criteria, the following oversubscription criteria will be applied in the order shown to applicants who meet the academic entry criteria:

- (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; all children who have been adopted from local authority care (subject to an adoption, residence or special guardianship order); and all children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.
- (2) Students considered by the Governors to have exceptional social or medical needs specific to Archbishop Holgate's School – parents applying under this criterion are advised to consult the school in advance about its suitability for their child, and must provide professional supporting evidence, in writing, from a doctor, specialist health professional, or social worker, setting out the particular reasons why this school is the most suitable for the child, and the difficulties that would be caused if the child had to attend another school.
- (3) Students living in the area normally served by the school. ('The area normally served by the school' is the school's priority admissions area as defined by the Local Authority and as set out in its Guide for Parents. 'Living in the area' is defined as the student being ordinarily resident at an address in the area defined above. You may be asked for evidence of residence.)
- (4) Students having a sibling attending Archbishop Holgate's School at the time of their proposed 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) Any other students.

Tie-breaker – If there are more applicants within any given qualifying criterion than there are places remaining, the places for these applicants will be allocated to students with the closest safe walking route. ('The closest safe walking route' is defined as the distance from the home to school as measured from the home address to the nearest entrance to the school site using the Local Authority's computerised measuring system.)

DRAFT

Final tie-breaker – If the above tie-breaker does not distinguish between two or more applicants with equal priority for the remaining place, random allocation will be used as the final tie-breaker. This will be supervised by someone independent of the Academy.

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

4. Appeals

Any student refused the offer of a place at the Sixth Form has the right of appeal to an independent appeals panel.

5. Late Applications

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

6. False Information

Where the school has made the offer of a place at the Sixth Form on the basis of a fraudulent or intentionally misleading application which has effectively denied a place to a post-16 student with a stronger claim, the offer of a place will be withdrawn. The application will be considered afresh, and a right of appeal offered if a place is refused.

7. Waiting List

In the case of oversubscription, students may wish their application to be held on a waiting list which will be maintained until 31 December at the end of the Autumn Term. The Academy's waiting list will be ranked in accordance with the oversubscription criteria set out above.

8. Timetable for Admissions

1	AHS students complete application	December 2021
2	External students complete application	January 2022
2	School accepts application and this is communicated to parents	January 2022
4	GCSE results published	August 2022
5	Admission confirmed or refused	August 2022
6	Independent appeals	September 2022

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

Address for correspondence

Sixth Form Supervisor and Administrator
Archbishop Holgate's School
Hull Road
York YO10 5ZA

Telephone: 01904 411341

Email: swalton@archbishopholgates.org

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Fulford School

Admissions Policy – Year 12 entry

2022 - 2023



Introduction

- 1 The South York Multi-Academy Trust is the admission authority for Fulford School and is therefore responsible for the admission of students into Year 12.

The South York Multi-Academy Trust 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 currently in the care of a local authority; all students who have been adopted from local authority care (subject to an adoption, residence or special guardianship order); and all students who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. A student is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society;
 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 for Parents](#), online at www.york.gov.uk, and upon request from the School Services team. Siblings are defined as brothers or sisters living in the same house, as their primary place of residence (including half-, step- and foster-brothers or sisters);

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

- 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 2022, 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 2021 – February 2022	Students complete application
February 2022 – April 2022	Application processed
April 2022	Decision on application (subject to results) communicated to students
August 2022	Year 11 results published
August 2022	Admission confirmed or refused
September 2022	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 The Chair of the Trust Board
 The South York Multi-Academy Trust
 c/o Fulford School
 Fulfordgate, York, YO10 4FY
 01904 633300
 office@fulford.york.sch.uk
 www.fulford.york.sch.uk 01904 633300
 office@fulford.york.sch.uk
 www.fulford.york.sch.uk



Huntington School

Admissions Policy – Year 12 entry

2022 – 2023

Introduction

- 1 The City of York Council is the admission 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 currently in the care of a local authority; all students who have been adopted from local authority care (subject to an adoption, residence or special guardianship order); and all students who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. A student is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society;
 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 for Parents](#), online at www.york.gov.uk, and upon request from the School Services team. Siblings are defined as brothers or sisters living in the same house, as their primary place of residence (including half-, step- and foster-brothers or sisters);

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

- 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 2022.

G Timetable for admission

December 2021	Students complete application
December 2021	School accepts application and informs parent application has been received
February 2022	Application processed
August 2022	Year 11 results published
August 2022	Admission confirmed or refused
September 2022	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

2022 – 2023

Introduction

- 1 The City of York Council is the admission 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 currently in the care of a local authority; all students who have been adopted from local authority care (subject to an adoption, residence or special guardianship order); and all students who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. A student is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society;
 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 for Parents](#), online at www.york.gov.uk, and upon request from the School Services

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

3. **Students who live within the catchment area normally served by The Joseph Rowntree School.** Catchment areas are designated by the Local Authority and are made available to parent/carers in the [Guide for Parents](#), 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 makes the preferred school the most suitable school for the student.** The Joseph Rowntree School may consult with other medical or educational professionals for a further opinion as to whether the student should be allocated a place at The Joseph Rowntree School due to a particular medical condition or social need;
5. **Students with a sibling at The Joseph Rowntree School at the time of admission.** Siblings are defined as brothers or sisters living in the same house, as their primary place of residence (including half-, step- and foster-brothers or sisters);
 - a. **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 closest 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.

- 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 2022, where spaces are still available.

G Timetable for admission

November 2021- January 2022	Students complete application
January 2022 – March 2022	Application processed
March 2022	School accepts application, subject to Year 11 results and this is communicated to both students and parents
August 2022	Year 11 results published
August 2022	Admission confirmed or refused
September 2022	Independent Appeals

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

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

Admissions Policy on Delayed and Deferred Admission to Primary School

Last Approved: January 2019

Introduction

- 1 This policy applies to those schools where the City of York Council is the **admission 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.
- 2 This policy may also be adopted by other admission authorities wishing to reflect the aims of this policy in their own admission arrangements. A list of these admission authorities is available in [Section J](#).
- 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 This policy complies with the Department for Education School Admissions Code 2014 and all relevant guidance on the admission of summer born children into primary and infant schools.
- 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, unless explicitly stated in the relevant oversubscription criteria for that school, 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 or upon request from the School Services team.

- 7 The admission of children with an Education, Health and Care plan is covered by different admission regulations, and decisions on the delayed or deferred entry to school of these children should be directed to the relevant Local Authority Special Educational Needs team.

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 5. All children will be offered the opportunity of a full time place from September in the year of entry.
- 2 Children must be attending school on a full time basis when they reach **statutory school age** - at the start of the school term after the child turns 5.
 - A child born between 01 September and 31 December is of statutory school age from 01 January after they turn 5.
 - A child born between 01 January and 31 March is of statutory school age from 01 April after they turn 5.
 - A child born between 01 April and 31 August (a summer born child) is of statutory school age from 01 September after they turn 5.
- 3 Parent/carers who do not wish for their child to take up a full time place from September in the school year their child turns 5 have several options available to them, although these depend on their child's date of birth, including the right to:
 - request their child has a **part time** school place for some of the Reception year, until they are of statutory school age
 - request their child can **delay** starting school full-time until they are of statutory school age, but in the same year group
 - request their child can **defer** starting school full-time until they are of statutory school age, but in the following year group
- 4 Information on these three options are included [Sections C-E](#) of this policy, together with an example timetable in [Section G](#).
- 5 Whether or not parent/carers decide to investigate these options further, an application for a school place for starting primary school should still be made between 12 September and 15 January in the school year a child turns 4. Further advice and information can be found in the [Guide for Parents](#) and in the relevant admissions policies, available at www.york.gov.uk/schooladmissions

B Part Time provision

- 1 After being allocated a school place on National Offer Day, parent/carers who are interested in starting their child at school on a part time basis should ask their allocated school what part time provision **can be offered**.

Parent/carers should inform schools of their intention to start their child on a part time basis **by 31 May**.

- 2 Children must be attending school on a full time basis when they reach statutory school age - at the start of the school term after the child turns 5.
 - A child born between 01 September and 31 December can be part time only from 01 September to 31 December.
 - A child born between 01 January and 31 March can be part time only from 01 September to 31 March.
 - A child born between 01 April and 31 August (a summer born child) can be part time for the whole first Reception year of school.

C Delayed Entry

- 1 After being allocated a school place on National Offer Day, parent/carers who are interested in delaying starting their child at school can do so only until their child is of statutory school age.
- 2 In these circumstances, parent/carers should **clearly communicate their intended start date** with their allocated school, and keep in regular contact regarding any changes to this intended date. Parent/carers should inform schools of their intention to delay their child's start date **by 31 May**. There is no need to reapply for a school place as part of the decision to delay admission into the same year group.
 - A child born between 01 September and 31 December can delay the start of full-time school no later than 01 January.
 - A child born between 01 January and 31 March can delay the start of full-time school no later than 01 April.
 - A child born between 01 April and 31 August (a **summer born** child) can delay the start of full-time school no later than 01 September. As a result of a delayed start date, this will be a place to start in Year 1. The child would then continue alongside their age-related peers for the duration of their time at school.
- 3 In the **20 school days before the intended start date**, parent/carers should contact the school to make arrangements for the admission of their child.

- 4 Should a parent/carer not contact a school in the 20 school days before an intended and/or previously communicated start date, schools should make **all reasonable efforts to contact the parent/carer** by telephone and in writing at any known physical or email addresses. In any letters after failure to establish contact, the parent/carer should be informed that the allocated place may be withdrawn if they do not make contact within 10 school days. Schools should also then follow the relevant procedures for **children who may be missing in education** and if necessary, seek the advice of the LA Attendance Advisor.

A sample letter is included as an Appendix to this policy.

- 5 School places may only then be withdrawn by the admission authority for the school, where C4 as above has been implemented fully and only where the allocated school (and, if different, the admission authority) have tried and failed to contact a parent/carer on a number of occasions.

D Deferred Entry

- 1 Parent/Carers of **summer born children**, that is children born between 01 April and 31 August, may **request** to defer their child's entry at the date of statutory school age in the following September into the Reception year – a younger year group.
- 2 Parent/Carers wishing to do this should still apply for a school place at the normal time – that is by 15 January in the school year their child turns 4. At this time parent/carers should also put in writing that they **wish to defer entry** for their child to start Reception in the following September, preferably by emailing education@york.gov.uk with the child's details and application reference number.

It is recommended that along with this request to the Local Authority, any **supporting information or evidence** parent/carers may wish to be considered is also submitted, including the written statements of any relevant professionals.

Circumstances which the admission authority will take into account include parent/carers wishes; information about the child's academic, social and emotional development; whether they have previously been educated outside their normal age group; and in the case of children born prematurely, whether they would naturally have fallen into the lower age group if born at the expected time.

- 3 The Local Authority will then share this information with the admission authorities and head teachers of the school(s) parent/carers have expressed a preference for. These admission authorities and head teachers will then come to a decision as to whether or not they **support the request** for deferred entry. The final decision will be for the admission authority to make.
- 4 The Local Authority will then write to parent/carers to confirm the result of these decisions for on-time applications by **28 February**.

- 5 If such a request is **approved** then the application and preferences originally submitted by 15 January will be withdrawn. No decisions will be made on the basis of the original application.

Places are not held open for children who defer entry, so parent/carers must then reapply **by 15 January the following year** for a place in Reception alongside children who are one school year younger. Parent/carers may make an identical application for the same schools, or request different schools from their initial application.

Parents/carers should be aware that as the numbers of applications and preferences, and even the number of available places, may differ from year to year, that a deferral does not mean a place at the same school can be allocated one year later. It will not be known which school is allocated for an agreed deferral until 16 April in the school year the child turns 5 and the results of the application one year later **may result in a different school being allocated**.

- 6 The decision to approve a deferral is agreed between all admission authorities that are part of this policy and process, namely schools for which the City of York Council is the admission authority and those schools listed in [Section J](#) who have chosen to adopt this policy. Should parent/carers in later years apply for a school place for their child in a different chronological year group than their age-related peers, any decision made under this policy is **not binding** on other admission authorities.
- 7 When starting school the following September all summer-born children who have deferred entry will have already reached the age of 5 and so will be of statutory school age from the **first day** of the school year. These children will continue to be one school year behind their age-related peers for the duration of their time at school in York.
- 8 If the request is **not approved**, parent carers will be notified of the results of their original application and preferences from 16 April. The options open to parent/carers in these circumstances are outlined above in [Sections B-C](#).

E Late Deferral Requests

- 1 Applications to **defer** received after the closing date of 15 January in the school year the child turns 4 will be treated as late requests – and may not receive a decision by the 28 February as is intended for on-time requests.
- 2 Where possible such late requests will be dealt with within an intended **six weeks** from receiving the request. However, school term times and statutory obligations and deadlines such as National Offer Day and the admission appeals period may delay this.
- 3 Should a request be received after the allocation of places, any subsequent agreed deferral would mean the **original offer of a school place is withdrawn** and that school place may be offered to another child from the waiting list for that school if applicable.
- 4 Requests received after the first day of the school year, regardless of whether a child has started attending school or not, are **outside the remit of this policy**. In these circumstances, we recommend that the parent/carer should discuss their reasons with the allocated school with reference to the **Out of Cohort** guidance.

F Complaints

Parent/carers may, should they disagree with the admission authority about the decision to refuse their summer born child a deferral to the following school year, put their **complaint in writing** and follow the relevant complaints process for the Local Authority or school (whomever is the admission authority). There is no statutory right of appeal against such a decision.

G Timetable

In the school year the child turns 4 years old	
by 12 September	Opening date for applications for all applicants, including those that wish to delay entry and those that wish to defer entry. 'School admissions application for Primary School in September' form made available and online applications start to be accepted at www.york.gov.uk/schooladmissions
15 January	Closing date for all applications. Those summer born children wishing to defer entry should also by this date write to formally request a deferral including any reasons, and documentation from relevant professionals.
15 January – 28 February	Any requests for children to defer entry (along with any information provided) will be sent by the Local Authority to the head teachers of all schools relevant to the application – this includes all schools named as preferences, and the catchment school of the child. Head teachers will be asked, on the basis of the information provided, whether they support the parent's request. The Local Authority will collate these responses, with the final decision being made by a majority of the admission authorities whom have been consulted, or if these tie, by the Local Authority.
by 28 February	The Local Authority will inform those who have requested to defer by 15 January whether this has been approved or refused. If approved, the original application will be withdrawn and a new application must be made in the next school year.

16 April (or the next working day)	National Offer Day for all remaining applicants. Those summer born children who have had a deferral agreed will not receive an offer of a school place and must apply again in the next school year.
16 April – 31 May	Parent/Carers of children wishing to delay the start of full time education to communicate and agree with their allocated school their child's start date by 31 May. Parent/Carers interested in what part time school may be available should also request this by 31 May.
In the school year the child turns 5 years old	
Start of the Autumn Term	Start of the school year. All children may start full time school from the start of the autumn term.
Start of the Autumn Term	Requests to defer can no longer be made. Instead, the parent/carer should discuss their reasons with the allocated school with reference to the Out of Cohort guidance.
by 12 September	Opening date for applications for summer born children who have had a deferral agreed in the previous year. 'School admissions application for Primary School in September' form made available and online applications start to be accepted at www.york.gov.uk/schooladmissions . Parents should make clear in their application that a deferral has previously been agreed as the date of birth will fall outside the normal date of birth range for the required admissions round .
Start of the Spring Term	Children born between 01 September and 31 December may not delay the start of full time school beyond this date as they will have reached statutory school age.

15 January	Closing date for applications for summer born children who have had a deferral agreed in the previous year.
Start of the Summer Term	Children born between 01 January and 31 March may not delay the start of full time school beyond this date as they will have reached statutory school age.
16 April (or the next working day)	National Offer Day for applications for summer born children who have had a deferral agreed in the previous year.
In the school year the child turns 6 years old	
Start of the Autumn Term	Children born between 01 April and 31 August (summer born children) may not delay the start of full time school beyond this date as they will have reached statutory school age. Those that have delayed entry to this date will start in Year 1. Those that have deferred entry to this date will start in the Reception year.

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

Bishopthorpe Infant
Carr Infant
Clifton Green Primary
Copmanthorpe Primary
Dringhouses Primary
Elvington CE Primary
Fishergate Primary
Headlands Primary
Lord Deramore's Primary
Naburn CE Primary
Poppleton Road Primary
Ralph Butterfield Primary
Rufforth Primary
Skelton Primary
St Barnabas' CE Primary
St Mary's CE Primary
St Oswald's CE Primary
St Paul's CE Primary
Stockton on the Forest Primary
Westfield Primary Community
Wigginton Primary
Yearsley Grove Primary

[View school contact details](#)

J Other admission authorities who have adopted this

Academy Trust of Ebor Academy Trust, York
Academy Trust of Hope Learning Trust, York
Academy Trust of Huntington Primary Academy
Academy Trust of Pathfinder Multi Academy Trust
Academy Trust of South Bank Academy Trust
Academy Trust of South York Multi Academy Trust
Governing Body of Our Lady Queen of Martyrs RC Primary
Governing Body of St Aelred's RC Primary
Governing Body of St George's RC Primary
Governing Body of St Wilfrid's RC Primary

Delayed entry – sample letter when parent/carers have failed to contact the school after an intended/previously communicated start date

01 September 2019

Dear Parent/Carer,

Re: Delayed entry to <School> for <Child Name>

I am writing to you after we have failed to make contact with you by telephone regarding <Child Name>'s delayed entry to Reception and intended start date at our school.

We ask that in these circumstances, parent/carers contact the school to confirm your plans within 20 school days of the start date, and communicate any changes of circumstances to the school as soon as possible throughout the school year. This enables us to adequately plan for <Child Name>'s admission in the Reception year.

According to our records, you last informed us on <date informed> that you intended to delay the start date of <Child Name> from the start of the school year in September 2019 until <intended date>.

As we have now passed this date, we have yet to hear from you and our attempts at making contact with you have failed, I would be grateful if you could contact us **as soon as possible** to confirm your intended start date for <Child Name> at our school.

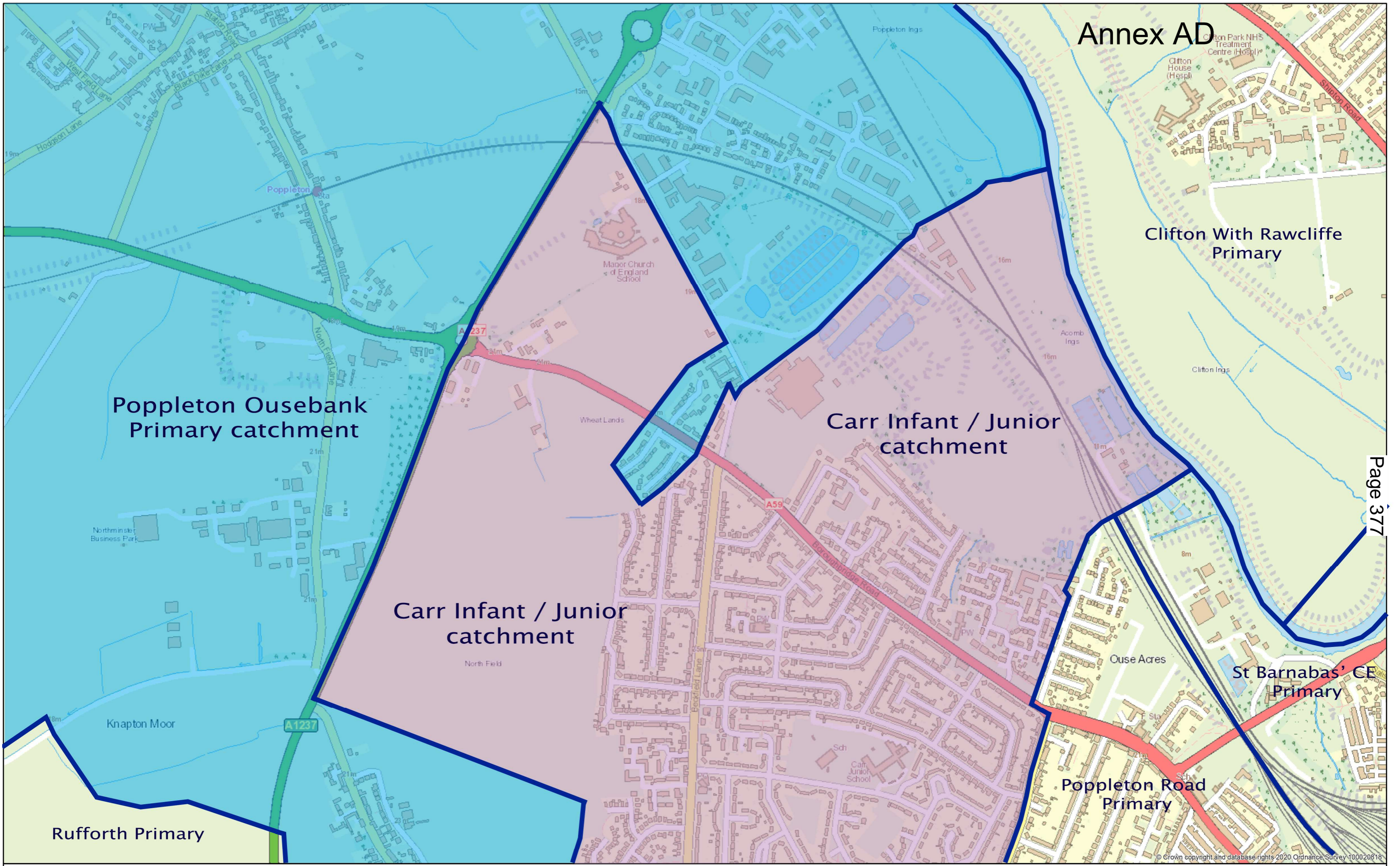
It may be that you now have moved address, or arranged for a school place for <Child Name> elsewhere. If this is the case please contact us so we can formally withdraw this school place and offer it to another child.

Should you fail to respond to this letter, and not make contact with us by <date 10 school days from receipt of this letter> this school place may be withdrawn by the admission authority for the school, which is City of York Council.

Yours sincerely,

<Head teacher>

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Annex AD

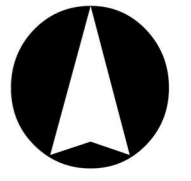
Page 377



Boroughbridge Road - Proposed amendments to catchments for Poppleton Ousebank Primary & Carr Infant / Junior School

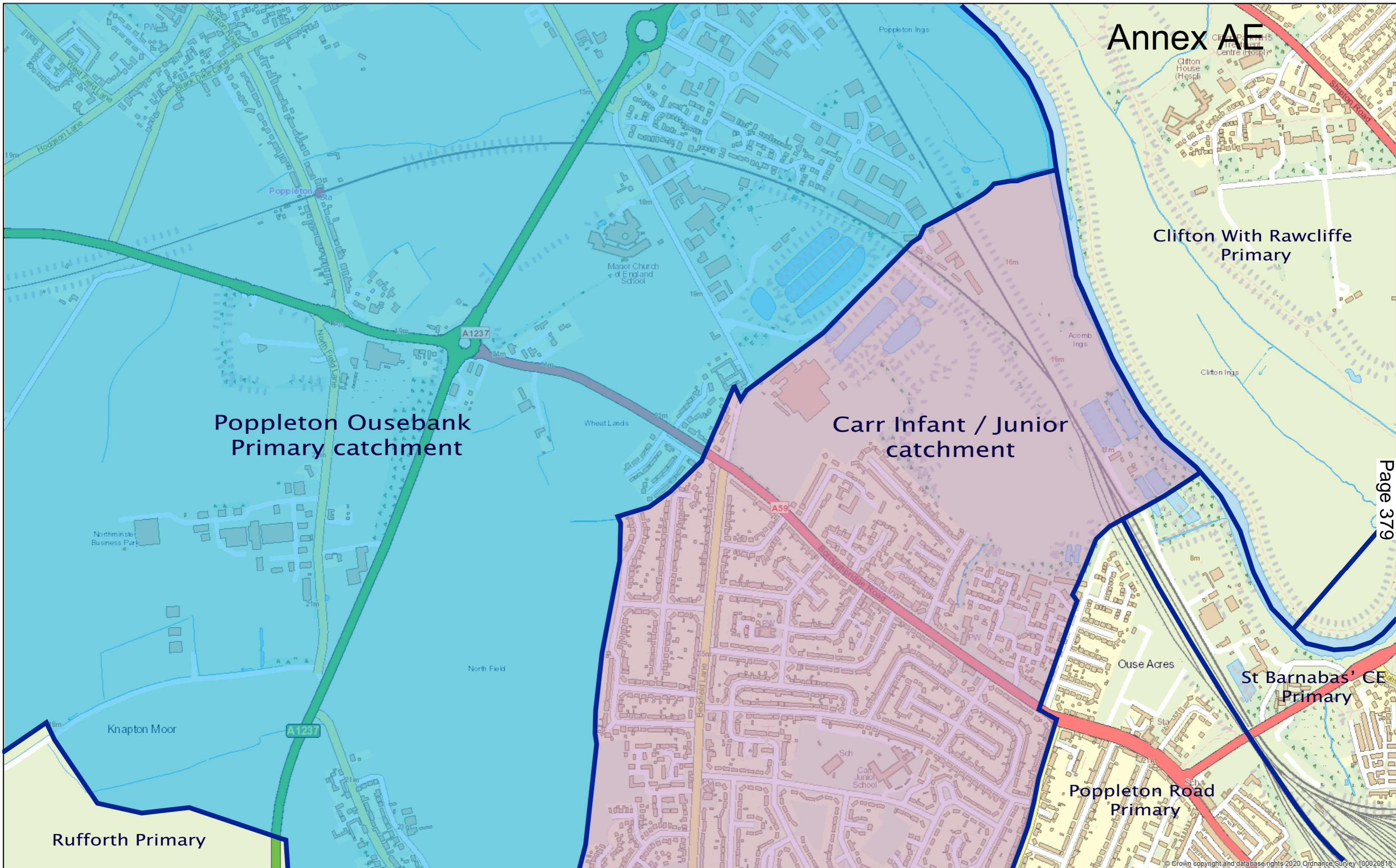
Author: City of York Council

Date: 09 Oct 2020



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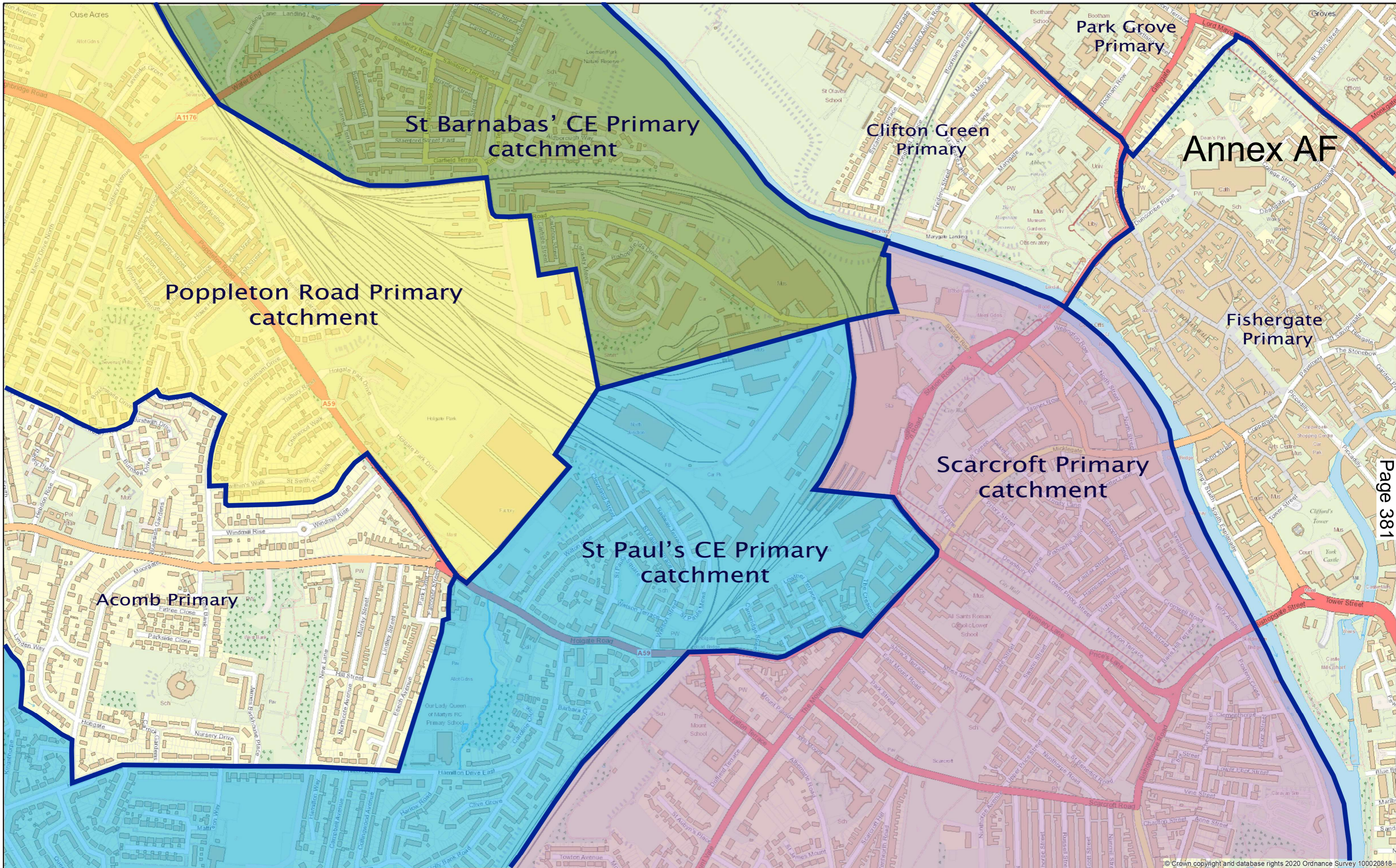


Boroughbridge Road - Existing catchments for Poppleton Ousebank Primary & Carr Infant / Junior School
Author: City of York Council
Date: 09 Oct 2020



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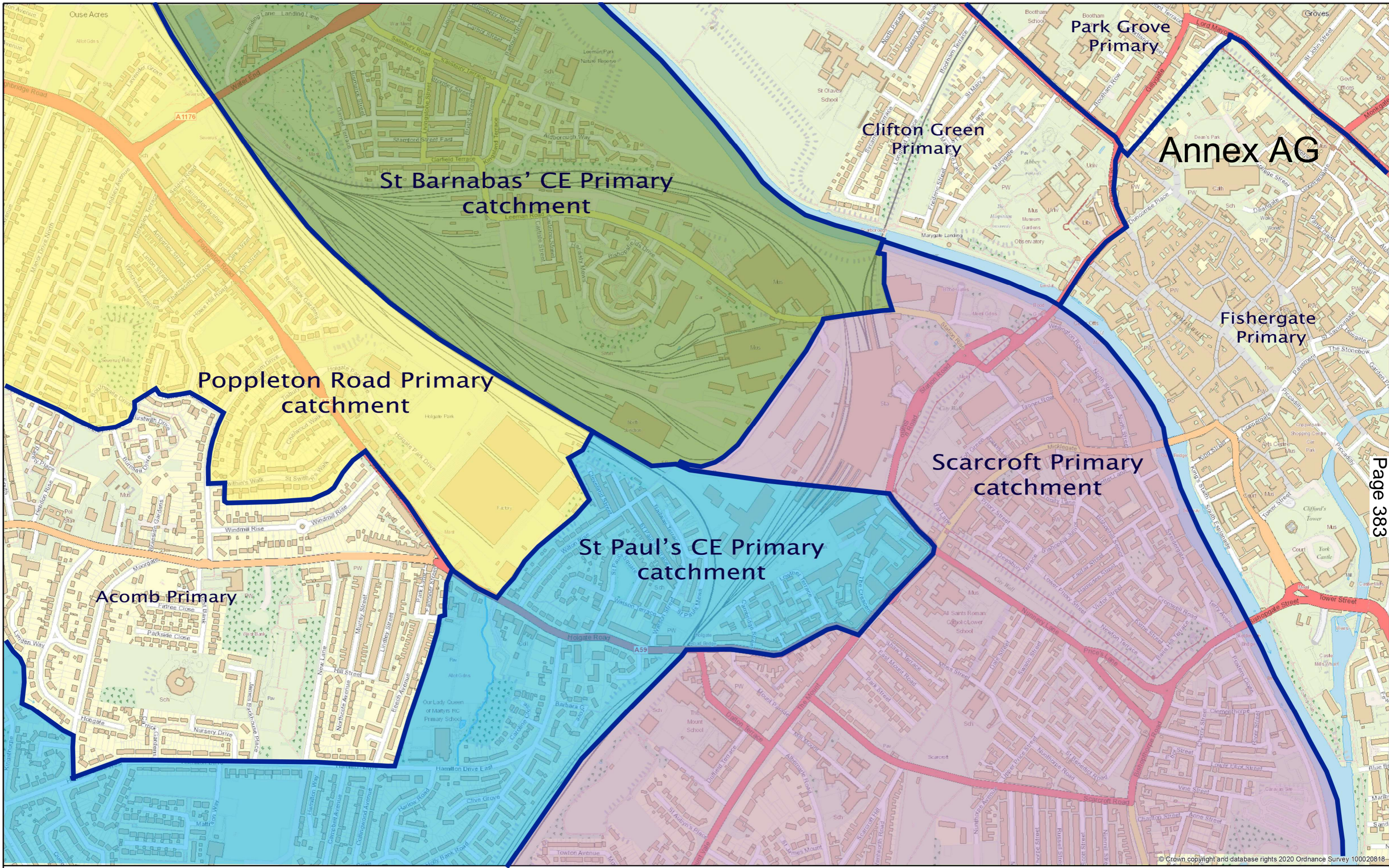
York Central - Proposed amendments to catchments for Poppleton Road Primary, St Barnabas' CE Primary, Scarcroft Primary & St Paul's CE Primary School

Author: City of York Council

Date: 08 Oct 2020



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York Central - Existing catchments for Poppleton Road Primary, St Barnabas' CE Primary, Scarcroft Primary & St Paul's CE Primary School

Author: City of York Council

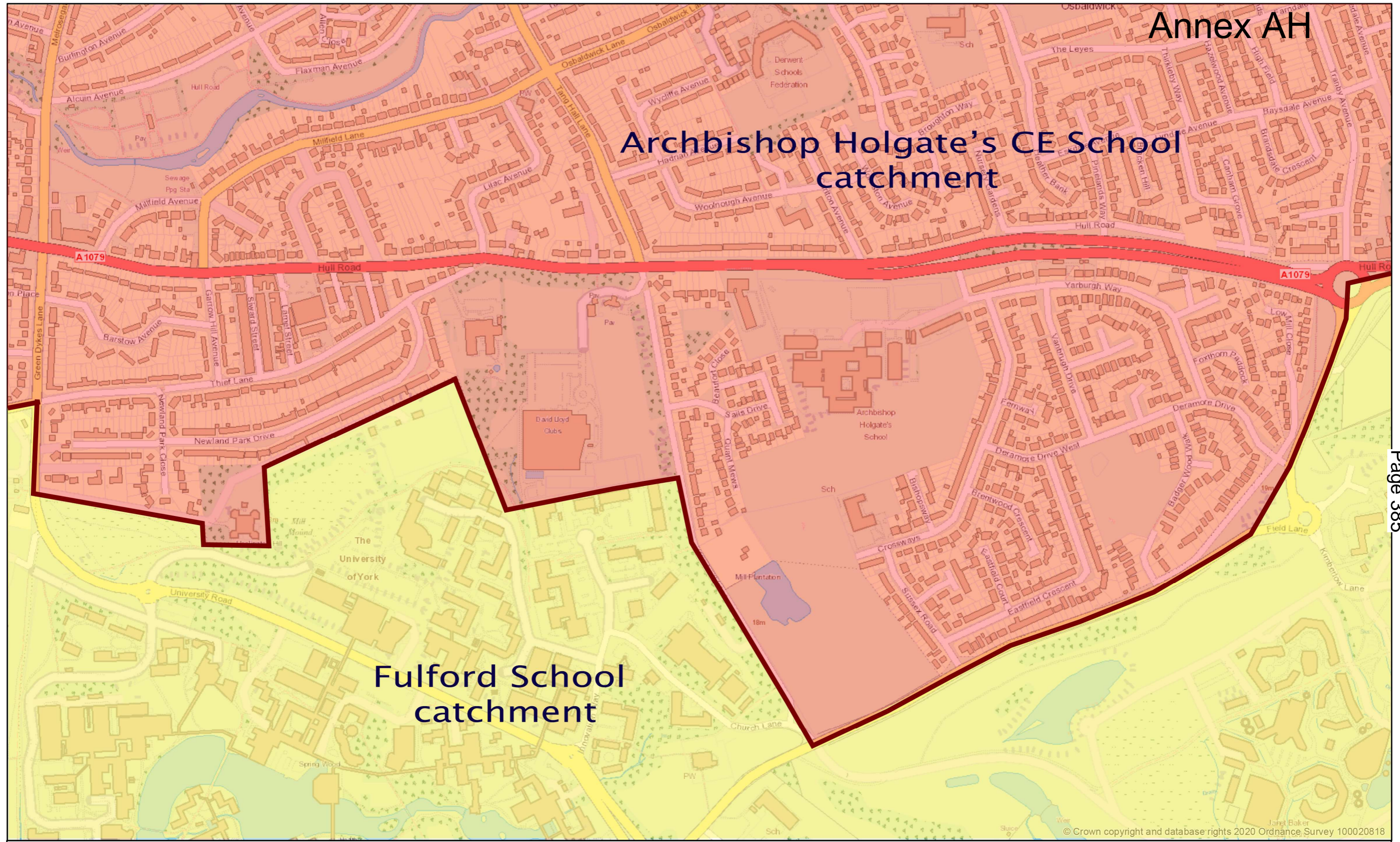
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Archbishop Holgate's CE School catchment

Fulford School catchment



Hull Road - Proposed amendments to catchments for Archbishop Holgate's CE School & Fulford School

Author: City of York Council

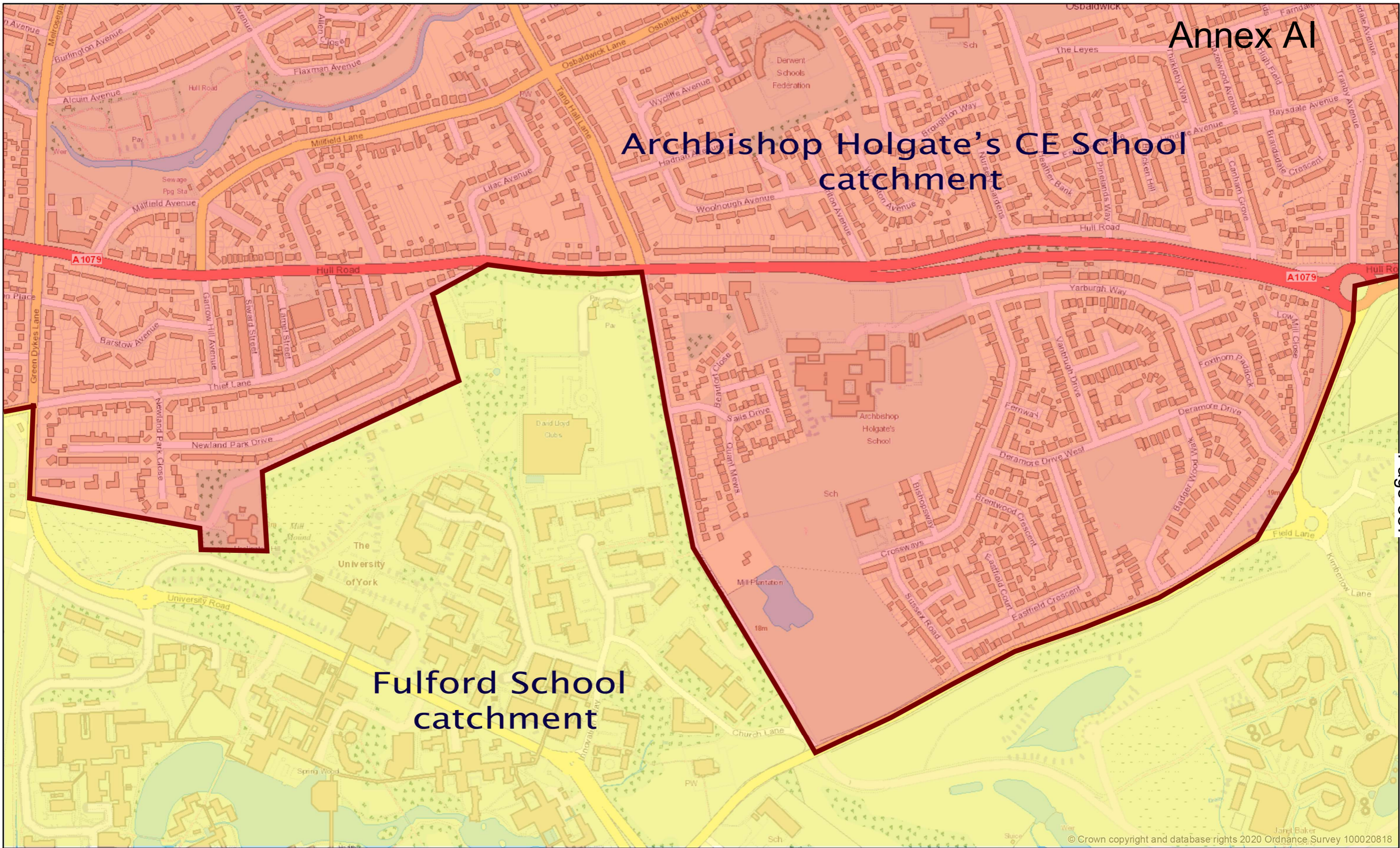
Date: 08 Oct 2020



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Archbishop Holgate's CE School catchment

Fulford School catchment



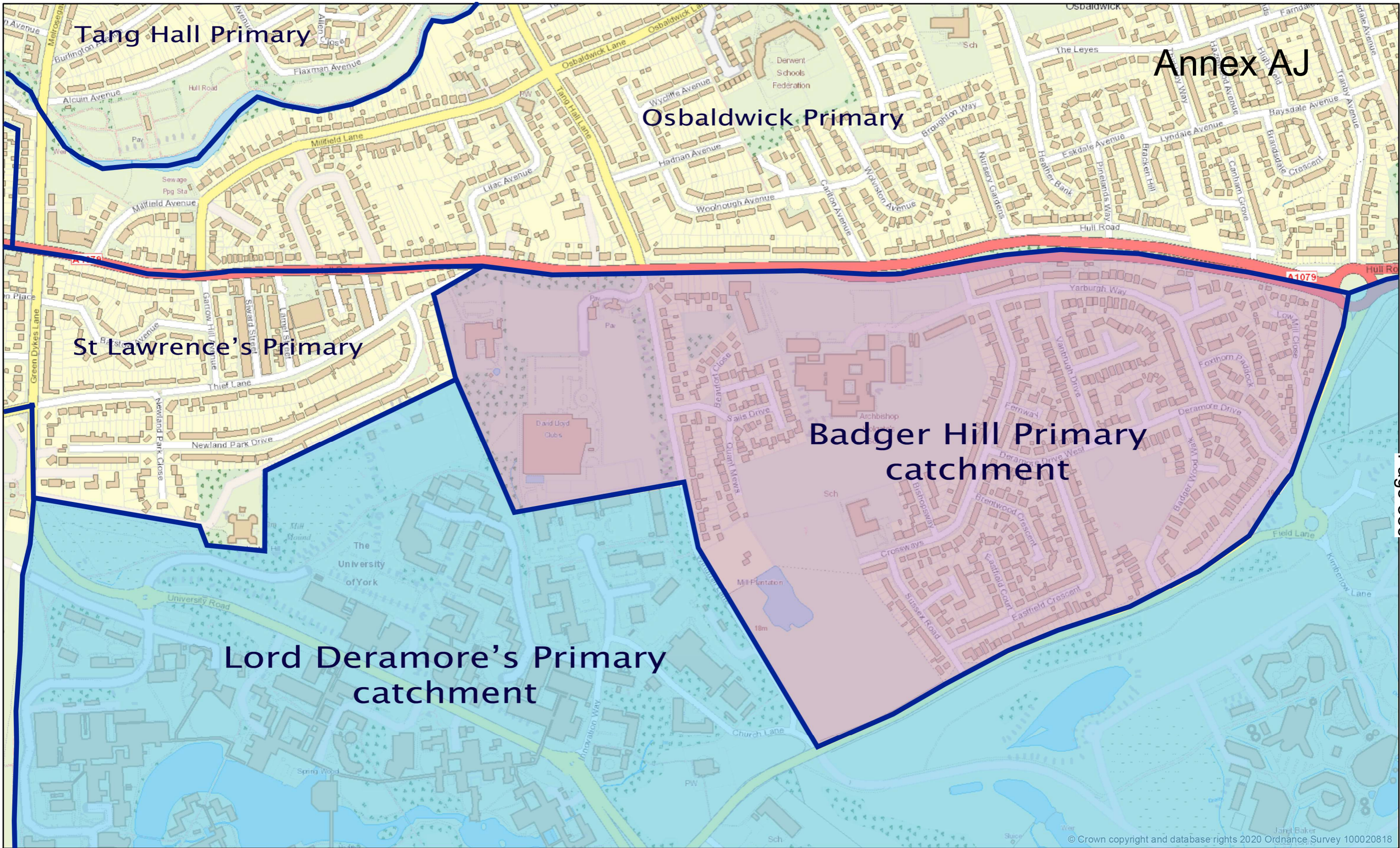
Hull Road - Existing catchments for Archbishop Holgate's CE School & Fulford School

Author: City of York Council

Date: 08 Oct 2020



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Annex AJ

Tang Hall Primary

Osbaldwick Primary

St Lawrence's Primary

Badger Hill Primary catchment

Lord Deramore's Primary catchment

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Hull Road - Proposed amendments to catchments for Badger Hill Primary & Lord Deramore's Primary School

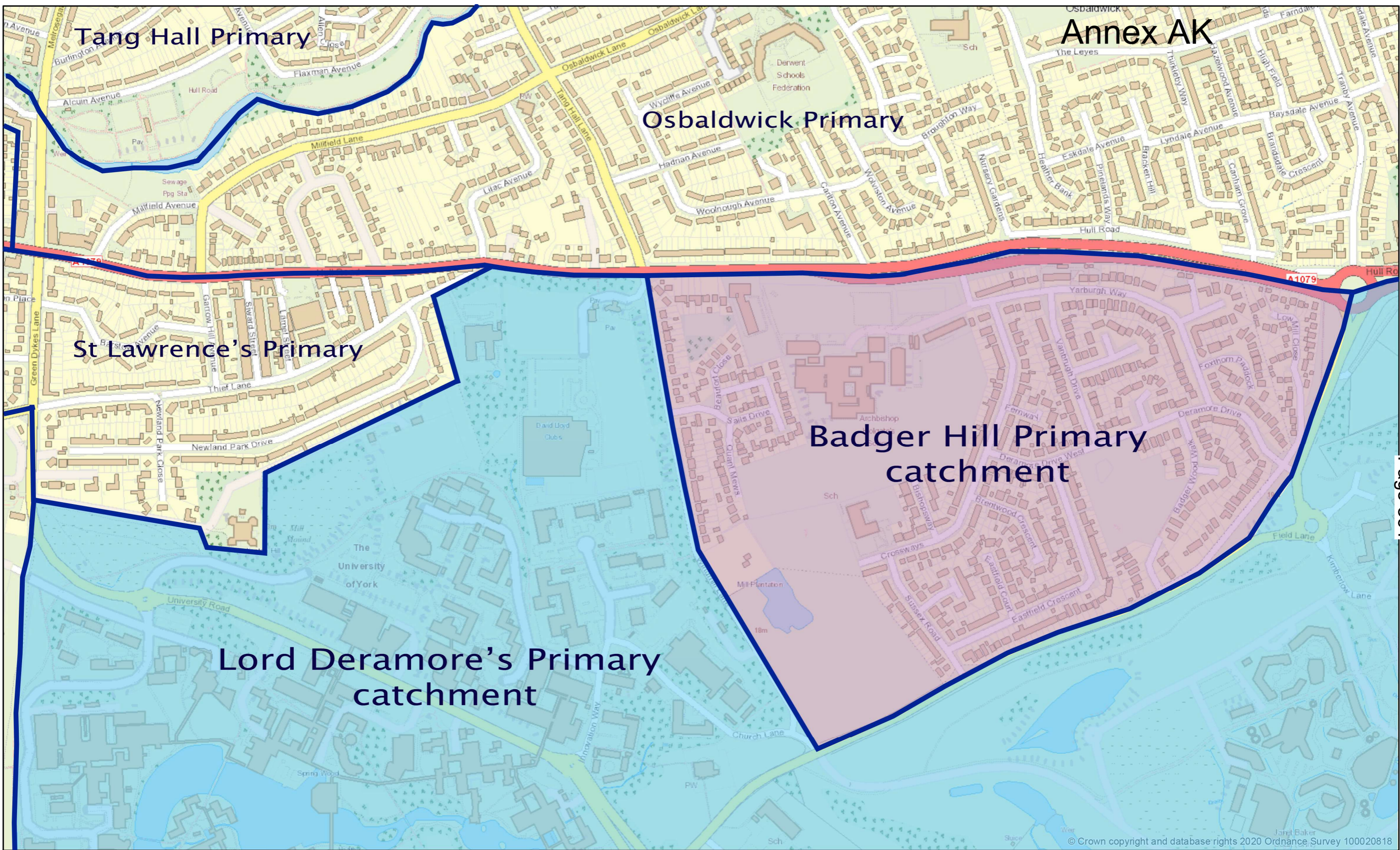
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Annex AK

Tang Hall Primary

Osbaldwick Primary

St Lawrence's Primary

Badger Hill Primary catchment

Lord Deramore's Primary catchment

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Hull Road - Existing catchments for Badger Hill Primary & Lord Deramore's Primary School

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