

Co-ordinated Admissions Scheme for Secondary Schools  
for September 2014 entry in the area of  
City of York Local Authority (LA)

The Scheme

1. There will be a standard form known as the Secondary Common Application Form.
2. The form will be used for the purpose of admitting pupils into the first year of secondary education.
3. The form must be used as a means of expressing one or more preferences by parent/carers resident in the City of York LA area wishing to express a preference for their child:
  - a. to be admitted to a school within the LA area (including Voluntary Aided Schools and Academies);
  - b. to be admitted to a school located in another LA's area (including Voluntary Aided Schools and Academies).
4. The form will –
  - a. invite parent/carers to express in rank order up to five preferences, including Voluntary Aided schools, Academies and schools outside the City of York area;
  - b. invite parent/carers to give their reasons for their preference;
  - c. explain that the parent will receive no more than one offer of a school place and that;
    - i. a place will be offered at the highest ranking nominated school for which they are eligible for a place and that;
    - ii. if a place cannot be offered at a nominated school, a place will be offered at an alternative school.

## Annex B

5. The LA will make appropriate arrangements to ensure that the form is available on request and take all reasonable steps to ensure that every parent/carer resident in the LA area who has a child in the final year of primary education can make an application, and receives information on the application process.
6. All preferences expressed on the form are valid applications. Voluntary Aided Schools and Academies can require parent/carers who nominate their school to complete a supplementary form or provide additional information where this is required for the governing body to apply their oversubscription criteria to the applicant. The supplementary form, if required, must be returned to the school.

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

7. The submission of an online application via the [www.york.gov.uk/schooladmissions](http://www.york.gov.uk/schooladmissions) website will be accepted in place of manually completing a Secondary Common Application Form. If the LA receives both an online and manual application, and they differ, the LA will query this with the applicant.
8. The closing date for applications is **31 October 2013**. Completed forms must be returned to the LA including those parents who indicate a school outside the City of York area. Completed forms can be returned to the LA via a pupil's primary school.
9. The LA will act as a clearing house for the allocation of places by the relevant admission authorities in response to the Secondary Common Application Form. The LA will only make a decision with respect to the offer or refusal of a place in response to any preference expressed on the Secondary Common Application Form where –
  - a. it is acting in its separate capacity as an admission authority, or
  - b. an applicant is eligible for a place at more than one school, or

## Annex B

- c. an applicant is not eligible for a place at any school that the parent has nominated
10. By **06 December 2013** where parent/carers have nominated a school outside the LA area, the LA will notify the relevant authority / authorities, including all relevant details and any additional relevant information provided with the application. Any supplementary form, if required, must be returned to the school.
11. From the closing date for applications, up to and including the **24 January 2014** each school will be provided with regular updates by the LA as to how many applications they have received for admission to their school. Those schools who are their own admission authorities will by this date have considered all applications for their school, apply the schools oversubscription criteria (if appropriate) and provide the LA with a list of those applicants ranked according to the schools oversubscription criteria.
12. The LA will match the ranked list against the ranked lists of the other schools nominated and;
  - Where the child is eligible for a place at only one of the nominated schools, that school will be allocated to the child;
  - Where the child is eligible for a place at two or more of the nominated schools, they will be allocated a place at whichever of these schools is the highest ranked preference.

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

13. By **14 February 2014** the LA will inform other LAs of places in City of York schools to be offered to their residents.
14. By **21 February 2014** the LA will inform all secondary schools a provisional list of the pupils to be offered a place at their schools. This list may be amended by the LA before the 1 March. Schools should not contact parent/carers until the LA has notified all parent/carers.
15. On **1 March 2014** all parent/carers will be notified by the LA of where their child has been offered a place and information

## Annex B

about their statutory right of appeal if they have not been offered their first preference of school (including Voluntary Aided schools and Academies).

16. The closing date for applications is **31 October 2013**. The LA will accept late applications up to **31 December 2013** for parent/carers who have a good reason for submitting a late application, for example if the family have moved into the City of York area.

Timetable of Co-ordinated Admissions Scheme for  
Secondary Schools for September 2014 entry in the area  
of City of York Local Authority (LA)

<b>31 October 2013</b>	Closing date for the Common Application Form.
<b>24 January 2014</b>	All City of York Voluntary Aided and Academy secondary schools provide LA with list of applicants indicating those pupils who they are able to offer a place to.
<b>21 February 2014</b>	LA confirms with all secondary schools a finalised list of pupils to be offered a place at each school. Having checked that all pupils have only been offered one school and that school is of the parent/carers highest preference.
<b>1 March 2014</b>	Notification sent to parent/carers by LA.