

# Community and Voluntary Controlled Secondary Schools

Admissions Policy – Year 7 entry

2016 – 2017

## Introduction

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

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

## A Admissions into Year 7

- 1 Pupils will normally be admitted into the year group relevant to the pupil's age.
- 2 Applications should be made by the closing date for applications which is 31 October 2015. Applications can be made online at [www.york.gov.uk/schooladmissions](http://www.york.gov.uk/schooladmissions) or by completing a paper Secondary Common Application Form, which can be obtained from School Services, online, or from a City of York primary or junior school.
- 3 When making an application, parent/carers are advised to supply any additional information that may be required to the admissions authority by emailing [education@york.gov.uk](mailto: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 medical or social needs which relate to the preferred school. Further guidance on additional information can be found in the Guide for Parents.
- 4 Any school's resources, such as teachers and classrooms, have to be used carefully to ensure the best possible standards for education and a safe environment. If no limit were set on the number of pupils that can go to a school each year these standards could not be maintained. For this reason each school has a Planned Admission Number – that is the number of places available that will be offered in the year of entry.
- 5 Applicants may be successful in obtaining a place at a school that does not serve the local 'catchment' area in which they live. If allocated a

place at such a school, applicants will be responsible for travel arrangements and the costs of travel to and from school.

- 6 Applicants are advised to consider their 'catchment' school when making an application. If the place your child is allocated is at a school which you are not in the catchment area for, or if you move out of the catchment area you now reside in, then you may have less chance of being successful when applying for any younger siblings.

## B Oversubscription criteria

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

- 1 **Pupils who are either currently or have previously been 'looked after'.** This applies to all pupils who are currently in the care of a local authority and all pupils who have been adopted from local authority care;
- 2 **Pupils who live within the catchment area normally served by the preferred school.** Catchment areas are designated by the Local Authority and are made available to parent/carers in the Guide to School Catchment Areas, online at [www.york.gov.uk](http://www.york.gov.uk), and upon request from the School Services team;
- 3 **Pupils considered by the admissions authority to have exceptional social or medical needs which relate to the preferred school.** The admissions authority may consult with other medical or educational professionals for a further opinion as to whether the pupil should be allocated a place at the preferred school due to a particular medical condition or social need;

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

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

For example, for two pupils who are both resident in the catchment area and are thus assigned the same (second) priority, the place would be allocated to the pupil who also fulfils the next highest priority, for example, who also has a sibling at the school (fourth priority) over a pupil living closer to the school (fifth priority).

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

## C Appeals

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

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

## D False Information

Where an offer of a place has been made on the basis of fraudulent or intentionally misleading information, which has effectively denied a place to a 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 2015 may be treated as 'late' applications – that is processed after all 'on-time' applications.
- 2 Where possible, 'late' applications and changes of preference and/or circumstances will be treated as 'on-time' applications if:
  - a) this is accompanied by a satisfactory reason provided at the time of application; and
  - b) it can be accommodated within the timescales of the coordinated scheme and/or admissions authority's processes.
- 3 Late applications received after the offer day, but before the start of the school year will be processed using the same arrangements and criteria as 'on-time' applications, although the availability of places will depend on where places are still available as well as the preferences of applicants.

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

## F Waiting List

- 1 If a school is oversubscribed, a waiting list will be held from when offers have been made until 31 December 2016.
- 2 A pupil's position on the list will be determined by the oversubscription criteria set out in Section B of this policy and will reflect their current circumstances where these circumstances have been provided to the admissions authority.

## G Timetable

by 12 September 2015	Opening date for applications. Secondary Common Application Form made available and online applications start to be accepted at <a href="http://www.york.gov.uk/schooladmissions">www.york.gov.uk/schooladmissions</a>
September 2015 – October 2015	Secondary school open evenings
31 October 2015	Closing date for 'on-time' applications (both online and by paper Secondary Common Application Form)
from 01 November 2015	Applications received may be treated as 'late'
01 March 2016	National Offer Day
15 April 2016	Deadline for return of appeal papers for 'on-time' applicants

18 April 2016 – 17 June 2016	Admission appeals for 'on-time' applicants
September 2016	Start of the school year
31 December 2016	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](mailto:education@york.gov.uk)

## I City of York Community and Voluntary Controlled Secondary Schools

Canon Lee School  
 (Community, 11-16)  
 Rawcliffe Drive, Clifton, York, YO30 6ZS  
 01904 560000  
[canonlee.school@york.gov.uk](mailto:canonlee.school@york.gov.uk)  
[www.canonlee.org.uk](http://www.canonlee.org.uk)

Fulford School  
 (Community, 11-18)  
 Fulfordgate, Heslington Lane, Fulford, York, YO10 4FY  
 01904 633300  
[office@fulford.york.sch.uk](mailto:office@fulford.york.sch.uk)  
[www.fulford.york.sch.uk](http://www.fulford.york.sch.uk)



Huntington School  
(Community, 11-18)  
Huntington Road, Huntington, York, YO32 9WT  
01904 752100  
mail@huntington-ed.org.uk  
www.huntingtonschool.co.uk

Joseph Rowntree School  
(Voluntary Controlled, 11-18)  
Haxby Road, New Earswick, York, YO32 4BZ  
01904 552100  
joseph.rowntree@york.gov.uk  
www.josephrowntreeschool.co.uk

Millthorpe School  
(Community, 11-16)  
Nunthorpe Avenue, York, YO23 1WF  
01904 686400  
admin@millthorpeschool.co.uk  
www.millthorpeschool.co.uk

York High School  
(Community, 11-16)  
Cornlands Road, Acomb, York, YO24 3WZ  
01904 555500  
reception@yorkhighschool.co.uk  
www.yorkhighschool.co.uk