

Annex F - Admissions Policy for City of York Council Community and Voluntary Controlled Secondary Schools 2012/13

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1. 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. Pupils will normally be admitted into the year group relevant to the pupils age.
2. Under the secondary school admission arrangements the allocation of places is based on where the child/parent lives and the preferences of parent/carers.
3. 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. Some schools will be oversubscribed. If that is the case, priority is given to certain categories of pupil. The criteria set out in paragraph 4 will be used to prioritise all applicants who have applied for a place at a school.
4. **First priority: Pupils looked after by a local authority** – this applies to all pupils who are in the care of a local authority or are provided with accommodation by the authority (see section 22 of the Children Act 1989);

Second priority: Pupils who live within the catchment area normally served by the school – catchment areas are designated by the City of York Local Authority and are made available to parents via the annual Guide for Parents, secondary school open evenings or from the Education Access Team;

Third priority: Pupils considered by the Local Authority to have exceptional social or medical needs which relate to the preferred school – the Local Authority may consult with other medical/educational professionals for a further opinion as to whether a pupil should be allocated a place to an individual school due to a particular medical condition or social need;

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Fourth priority: Pupils with siblings at the school in September 2012 – 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;

Fifth priority: Pupils who live closest to the school using the nearest available safe walking route- distances are measured by a GIS mapping system from the child's home address to the entrance of the school. The Local Authority is constantly reviewing the nearest available safe walking routes, working closely with the Road Safety Team.

Important note: The admission of pupils with a statement of special educational needs is covered by different admission regulations. However, where a school is named in a pupil's statement of special educational needs, the LA and the school have a duty to admit the child and will therefore allocate a place at the named school.

5. If a school is oversubscribed, a waiting list will be held from when allocations have been made on the **1 March 2012** until **21 December 2012**. A pupil's position on the list will be determined by the criteria set out in paragraph 4. Where there are less 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 catchment and thus 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.

6. Applicants refused a place at a school have the right of appeal. Appeals are heard by an independent appeals panel. 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.