

Coordinated Admissions Scheme

Secondary Schools in the City of York Local Authority area

Secondary Schools – Year 7 entry
2015-2016

A Introduction

- 1 This coordinated scheme provides a framework for a fair and open way of determining applications to start secondary school in September 2015.
- 2 This scheme complies with the requirements of the School Admissions Code 2012 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, admissions authorities, neighbouring local authorities 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 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 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 as in Section A6 of this scheme.
- 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 to School Catchment Areas, 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. Details of 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 admissions 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 Secondary Common Application Form and the school is listed as a preference on it.
- 9 The submission of an online application via the 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.
- 10 The closing date for applications is 31 October 2014. 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 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 admissions 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.
- 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 will 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 the Secondary Common Application Form.
- 2 Each admissions 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 admissions 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 admissions 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 admissions authority, rank all applicants according to the oversubscription criteria for those schools.

F Offers

- 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 offered 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 offer of a school place. A place will be offered 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 offer 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 offered a place at their schools before the date on which offers are made. This list may be amended by the LA at a later date. Schools should not contact parent/carers until after offers have been made by the LA.

- 5 Offers will be made on 02 March 2015.
- 6 If a place cannot be offered at a school named as a preference, a place will be offered 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 Offers 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 places is available for every pupil. Offers 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 2015.
- 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 admissions 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 admissions 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 admissions authority and other Local Authorities. The LA requires other admission authorities to inform the LA when places may become available, so that a coordinated offer 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 admissions 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 admissions 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 admissions authorities operating within this scheme, including the LA, schools that are their own admissions authority, and other Local Authorities.

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Timetable

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| by 12 September 2014 | Guide for Parents published online at www.york.gov.uk/guideforparents |
| by 12 September 2014 | Opening date for applications. Secondary Common Application Form made available and online applications start to be accepted at www.york.gov.uk/schooladmissions |
| 12 September 2014 | 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 2014. Parent/carers without access to the internet will be informed they should contact the School Services team for a paper copy of the Secondary Common Application Form. |
| September 2014 – October 2014 | Secondary school open evenings |
| 03 October 2014 | Follow-up letter to parent/carers of Year 6 pupils in City of York primary schools following secondary school open evenings |
| 31 October 2014 | Closing date for 'on-time' applications (both online and by paper Secondary Common Application Form) |
| from 01 November 2014 | Applications received may be treated as 'late' |
| by 21 November 2014 | Communicate the total number of first preferences expressed to each City of York secondary school |
| by 28 November 2014 | 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 28 November 2014 | 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 05 December 2014 | Provide details of all preferences expressed for Voluntary Aided and Academy schools within the City of York area to those schools for their consideration |

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| by 16 January 2015 | Receive completed ranked lists of all preferences from Voluntary Aided and Academy schools within the City of York area |
| by 23 January 2015 | First exchange of information, including to whom offers can be made, to other coordinating Local Authorities for applicants resident outside the City of York area |
| by 23 January 2015 | First exchange of information, including to whom offers can be made, from other coordinating Local Authorities for applicants resident in the City of York area |
| by 20 February 2015 | Final exchange of information, including to whom offers can be made, to other coordinating Local Authorities for applicants resident outside the City of York area |
| by 20 February 2015 | Final exchange of information, including to whom offers can be made, from other coordinating Local Authorities for applicants resident in the City of York area |
| by 27 February 2015 | Provide all City of York secondary schools with a provisional list of the pupils to be offered a place at their schools. |
| 02 March 2015 | Offers made to City of York resident applicants by email and/or by letter |
| 09 March 2015 – 31 August 2015 | Communicate adjustments to allocations to schools and other admission authorities |
| 16 April 2015 | Deadline for return of appeal papers for 'on-time' applicants |
| 20 April 2015 – 19 June 2015 | Admission appeals for 'on-time' applicants |
| September 2015 | Start of the school year |
| 31 December 2015 | 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)
Mill Mount Lane, York, YO24 1BJ and
Nunnery Lane, York, YO23 1JG
01904 647877
allsaints.school@york.gov.uk
www.allsaints.york.sch.uk

Archbishop Holgate's CE School
(Academy, 11-18)
Hull Road, York, YO10 5ZA
01904 411341
reception@archbishopholgates.org
www.archbishopholgates.org

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

Fulford School
(Community, 11-18)
Fulfordgate, Heslington Lane, Fulford, York, YO10 4FY
01904 633300
office@fulford.york.sch.uk
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

Manor CE Academy
(Academy, 11-16)
Millfield Lane, Nether Poppleton, York, YO26 6PQ
01904 798722
admin@mce.york.sch.uk
www.mce.york.sch.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