

**Notice of public meeting of
Decision Session - Cabinet Member for Education, Children and
Young People's Services**

To: Councillor Looker (Cabinet Member)

Date: Wednesday, 26 March 2014

Time: 4.30 pm

Venue: The Thornton Room - Ground Floor, West Offices (G039)

A G E N D A

Notice to Members – Calling In

Members are reminded that, should they wish to call in any item* on this agenda, notice must be given to Democracy Support Group by **4.00pm on Friday 28 March 2014.**

*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 Corporate and Scrutiny Management Committee.

Written representations in respect of items on this agenda should be submitted to Democratic Services by 5.00pm on **Monday 24 March 2014.**

1. **Declarations of Interest**

At this point in the meeting, the Cabinet Member is asked to declare:

- Any personal interests not included on the Register of Interests
- Any prejudicial interests or
- Any disclosable pecuniary interests

which she may have in respect of business on this agenda.

2. **Minutes** (Pages 1 - 8)

To approve and sign the minutes of the meeting held on 15 January 2014.

3. **Public Participation**

At this point in the meeting, members of the public who have registered their wish to speak at the meeting can do so. The deadline for registering is **5.00pm on Tuesday 25 March 2014**.

Members of the public may speak on:

- An item on the agenda
- An issue within the Cabinet Member's remit

Filming or Recording of Meetings

Residents are welcome to photograph, film or record Councillors and Officers at all meetings open to the press and public. This includes the use of social media reporting, i.e. tweeting. Anyone wishing to film, record or take photos at any public meeting should contact the Democracy Officer (whose contact details are at the foot of this agenda) in advance of the meeting.

The Council's protocol on Webcasting, Filming and Recording of Meetings ensures that these practices are carried out in a manner both respectful to the conduct of the meeting and all those present. It can be viewed at

http://www.york.gov.uk/downloads/download/3130/protocol_for_webcasting_filming_and_recording_of_council_meetings

4. Co-ordinated Admission Arrangements (Pages 9 - 182) and Admission Limits for Primary, Junior and Secondary Schools in York from September 2015

This report seeks approval for City of York Council co-ordinated schemes and admissions policies for primary, junior and secondary schools for the 2015/16 academic year. It also seeks approval of the proposed individual school planned admission numbers for the academic year beginning in September 2015.

5. Urgent Business

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

Democracy Officer:

Name: Jayne Carr

Contact Details:

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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
- Written Representations
- Business of the meeting
- Any special arrangements
- Copies of reports
- Receiving reports in other formats

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 - Cabinet Member for Education, Children and Young People's Services
Date	15 January 2014
Present	Councillor Looker (Cabinet Member)
In Attendance	Councillors Brooks and Gillies

5. **Declarations of Interest**

The Cabinet Member was asked to declare any personal interests not included on the Register of Interests, any prejudicial interests or any disclosable pecuniary interests she may have in the business on the agenda. None were declared.

6. **Minutes**

Resolved: That the minutes of the Decision Session held on 10 July 2013 be confirmed and signed as a correct record subject to the end time of the meeting being amended to read 4.00pm.

7. **Public Participation/Other Speakers**

There were thirteen registrations to speak under the Council's Public Participation Scheme and two Members of Council had also requested to speak. All of the registrations related to agenda item 5 (Review of Home to School Transport Policy – Denominational Schools) – minute 9 refers.

Councillor Gillies spoke of the implications for Manor CE Academy if changes to the policy were to be implemented. He stated that his comments were also endorsed by Councillor Watt who served a ward which would also be affected by the proposals. Councillor Gillies questioned the fairness of implementing changes when pupils were part way through their education at the school and suggested that some parents would not be able to afford the costs involved. Councillor Gillies also stated that consultation should take place at an appropriate time

but that it was wrong to impose this burden on parents who already had children attending the school.

Councillor Brooks stated that she had been a member of the scrutiny committee that had considered the issue of home to school transport and that the committee had recommended that the changes be phased in. She drew attention to the timing of the proposals and the difficulties that would arise for pupils who were part way through GCSE courses or who were making decisions regarding options. She stated that some of the journeys to the school were very awkward. Parents had been given an assurance that the arrangements that were in place for children already at the school were safe and the council had a duty to honour this.

Councillor Looker stated that she had also received written representation from Councillor Reid who had chaired the scrutiny committee which had considered this matter.

Ms Jennie Clark stated that she appreciated that the decision that was being made at the meeting was whether or not to instigate consultation but she was unclear as to the proposed length of the consultation. She suggested that the consultation was likely to be time consuming and costly. She gave examples of the impact that the proposals would have on pupils living in Woodthorpe or Hessay. She explained how the proposals would lengthen the school day by 90 minutes and would increase the number of parents who transported their children to school by car. Ms Clark requested that the proposals not be implemented.

Ms Christine Vaughan stated that she had a daughter in Year 8 at Manor CE Academy and she explained the reasons why she had chosen to send her to the school. She stated that her daughter was very worried about the proposals and was concerned about the journey and her safety. The security risk was increased because the school was looking to provide iPads to all pupils. Ms Vaughan stated that she would have to take her daughter to and from school as public transport was not available. She was, however, aware of other parents who did not have transport and who were looking to move a child who was taking their GCSE courses. Ms Vaughan stated that she felt strongly about the retrospective nature of the decision as this was unfair.

Mr Brian Crosby, Principal of Manor CE Academy, stated that he appreciated that the Local Authority had to make savings but that it would not be possible for the school to meet the costs instead of the Local Authority. The cost to the school would be around £100k, which was equivalent to the costs of employing three members of staff. If the proposals were to be introduced there would be an increase in the number of parents who transported their child to school by car and this would increase traffic on the ring road and would be contrary to the city's Green Plan. Mr Crosby stated that faith schools had not been included in the statutory legislation regarding home to school transport but pointed out that the school admitted 45% of pupils on community rather than faith grounds. He stated that pupils within the Priority Action Zone would not receive assistance with home to school transport even though they had not chosen the school on the grounds of faith. When the new school had been built it had been required to contribute £250,000 for a dedicated bus lane which was used by First York. If the proposals were to be implemented it would mean that the school would not have any use of the bus lane for which it had been required to make a financial contribution. Mr Crosby stated that the proposals would have a profound impact on faith schools. The schools had previously worked with the Local Authority to achieve a range of savings but urged that the proposed consultation not proceed and that a compromise be found. Mr Crosby stated that everyone wanted children to have safe travel to school.

Mrs Jane Conway, Headteacher of St Wilfrid's RC Primary School, stated that her school was the only primary school to be affected by the proposals. She stated that she understood the need for the Local Authority to make savings but that parents were being ambushed. Some parents would move their children to another school and this would be detrimental both academically and socially. 44 children currently used the bus service and it was estimated that at least a quarter of these were from families with low income. Mrs Conway stressed the importance of primary education and stated that she was also concerned that, should some parents decide to move their child to another school, other local schools may not have places available. She requested that the proposal not be taken forward.

Dominic Paisley, Chair of Governors of St Wilfrid's RC Primary School, stated that the points that he had wished to make had been covered by Mrs Conway.

Ms Helen Lawrie stated that she had a child who attended Manor CE Academy. She drew attention to the problems that would be created by those who used the M2 route which served the rural villages. She stated that the proposals would result in earlier starts for the children and very difficult journeys involving trains, buses and walking. This would be made more difficult by future cuts to rural transport. Ms Lawrie gave details of an incident that had recently taken place in Beckfield Lane and stated that children should be able to travel to school without stress. She stated that Manor CE Academy was a community school and that if she decided to transfer her child to York High School the Local Authority would be responsible for providing transport. She also drew attention to other factors that should be considered, including the increase in the number of cars on the road and the major problems that the proposals would cause for parents who had work commitments. She stated that she had accepted a place for her child at the school on the basis that there would be transport provided. Ms Lawrie stated that she was also concerned that only a week's notice of the meeting had been provided.

Mrs Abraham-Silas stated that she had two children who attended Manor CE Academy. She explained how the proposals would affect her family, including the longer journey times, issues in respect of safety, the financial implications and the impact that it would have on family life. She stated that parents had peace of mind if their children travelled with their friends on the bus as they knew that their child was safe.

Ms Heather Morris stated that she lived in Woodthorpe and had two children who attended Manor CE Academy. One of the children currently received free transport. When her youngest child started at the school the family had been aware that they would have to pay for transport but had believed that they would be able to pay to use the school bus. To use the public bus service would necessitate walking through Foxwood in the dark. The public bus service was also unreliable and, unlike school buses, the public buses did not have seatbelts. Ms Morris suggested that consideration be given to offering places on the school buses to pupils who lived less than three miles away. By charging them to use the buses, some of the costs involved could be recouped. Ms Morris stated that she would rather pay for such provision as she placed safety above financial considerations.

Mr Brian Williams stated that he had a daughter in Year 9 of Manor CE Academy and that he lived in Dringhouses. He stated that the choice of school had been made on faith grounds and on the basis of the transport that was available to and from the school. He stated that if the proposals were to be implemented there would be no transport to denominational schools but that transport would be provided to community schools such as Tadcaster Grammar School. He gave details of his daughter's current travel arrangements and explained that the removal of the school bus would make it necessary for her to use two different buses and would mean that she was away from home for ten hours each day. She was also expected to carry school equipment. Mr Williams expressed concern that the proposals would cause fatigue and could impact on school attendance and performance. He stated that there was no safe crossing route and that it would be difficult to take his daughter to school by car because of work commitments. The withdrawal of the 3C service would be short-sighted and would pose significant risk to children. He also believed that the proposals were discriminatory as they only affected denominational schools.

Mr Bill Scriven, Headteacher of All Saints RC School, stated that the voluntary schools in York worked closely with the Local Authority and had a good relationship based on trust and integrity. Whilst he appreciated that decisions regarding budget savings were not easy, it was important that the work to achieve this was done in open and transparent way. In the past, changes had been implemented in a phased way to mitigate their impact, for example decisions taken by the Schools Forum. When the changes to home to school transport provision had been implemented it had been agreed to introduce this in a phased manner. The situation had not changed, as it had been known at the time that savings would have to be made. It would not be ethical to renege on the agreement to implement the changes in a phased way. At the time children were baptised as Catholics, parents made a commitment to bring their children up in the Catholic faith; this included educating them at a Catholic school. Mr Scriven stated that it would be damaging to take the proposals to the consultation stage.

Ms Dawn Parker stated that there was only one bus from Skelton and that this only covered a mile of the journey to her child's school. This would mean that her child had a long and

dangerous walk. Ms Parker stated that she did not have a car and also had a child at primary school to take into account. There had been accidents in the past. Ms Parker asked why discrimination was taking place based on faith.

Mr Andrew Robinson stated that he had a son in Year 7 at Manor CE Academy. He stated that the safeguarding of young children was being put at risk by the proposals. Children, equipped with iPads and mobile phones, would have to make the journey into town without being able to use the school bus. Mr Robinson stated that, although he appreciated the need to control costs, the priority had to be children's safety.

Mr David Judson, Vice-Chair of Governors of Manor CE Academy, stated that the proposals had caused a tremendous strength of feeling amongst parents. Understanding and trust between the school and the Local Authority was very important. When the decision had been taken to withdraw home to school transport for Year 7 pupils, the school and parents had been unhappy but had understood that a phased approach was being taken. Had they known that the decision was only the start and that changes would be implemented affecting pupils already attending the school, the reaction would have been very different. Mr Judson stated that the report was deficient in the way it addressed safety. If implemented, the proposals would also be contrary to the Get York Moving strategy. Mr Judson suggested that the savings proposals in the report may also be overstated. He commented that the service bus was already overcrowded and unreliable and that it was unlikely that an additional service bus would be provided. Mr Judson, referring to the income generated from the Lendal Bridge trial, suggested that the outcome of that trial be awaited before decisions were made in respect of home to school transport.

The Cabinet Member thanked the speakers for their contribution and stated that their views would be given due consideration.

8. Review of Home to School/College Transport Policy (16-25 year olds - Post Maintained)

The Cabinet Member considered a report that detailed proposals to consult on changes to the Local Authority's home to school/college post maintained transport policy from September 2014. This was in response to the introduction of

the single Education, Health and Care plan (for ages 0-25) alongside the new 0-25 Special Educational Needs Code of Practice and Children and Families Bill.

Officers advised that the reference to “high needs” should be removed from the report.

It was noted that publication of the revised SEN Code of Practice and accompanying guidance were still awaited. Although it was possible that they could be published in March 2014, this could not be guaranteed.

The Cabinet Member considered the options set out in paragraph 8 of the report. She stated that, in view of the possibility that the revised SEN Code of Practice and accompanying guidance could be published in the near future, she was minded to defer the start of the consultation. However, if the revised SEN Code of Practice had not been published by 1 April 2014, it would be necessary to commence the consultation at that stage.

Resolved: That the commencement of consultation to make changes from September 2014 to the home to school/college transport policy 16-25 post maintained be deferred until the new SEN Code of Practice and guidance had been received. In the event that this had not been received by 1 April 2014, the consultation should commence at that stage.

Reason: To achieve budget saving targets.

9. Review of Home to School Transport Policy (Denominational Schools)

The Cabinet Member considered a report that proposed undertaking consultation on proposals to make further changes to the provision of discretionary denominational transport, currently provided by the local authority without charge, from September 2014.

The Cabinet Member gave consideration to the options set out in paragraphs 4 to 8 of the report.

She stated that the decision had to be taken in the context of the financial pressures facing the council and that savings had to be found.

The Cabinet Member stated that she was mindful of the issues that had been raised under the Public Participation item and the strength of feeling on this issue. The concerns raised had included:

- Perceived unfairness in accelerating the changes to home to school transport provision when it had initially been agreed that there would be a phased implementation.
- Concerns that the proposals targeted faith schools and the impact that this would have on the schools concerned.
- For some parents there would be no alternative provision for them to buy into.
- The impact that the proposals would have on children, including increasing the length of the school day, the emotional and educational disruption that it would cause and concerns regarding safety.

The Cabinet Member also acknowledged concerns that had been raised by schools and parents regarding the lack of advance notice regarding the proposals.

The Cabinet Member stated that she would reflect on the issues that had been made and give further consideration as to how to move forward.

Resolved: That a decision on this item be deferred.

Reason: To enable time for further consideration of the issues raised.

Councillor Looker, Cabinet Member
[The meeting started at 4.30 pm and finished at 6.00 pm].



**Meeting of the Decision Session –
Cabinet Member for Education,
Children and Young People**

26 March 2014

Report of the Director of Children's Services, Education and Skills

**Coordinated admissions arrangements and admission
limits for Primary, Junior and Secondary Schools in York
from September 2015**

Summary

1. This report seeks approval for the City of York Council coordinated schemes and admissions policies for primary, junior and secondary schools for the 2015/16 academic year.
2. It also seeks approval of the proposed individual school planned admission numbers for the academic year beginning in September 2015.

Background

3. It is the duty of the admissions authority to carry out a consultation each year on admission limits and arrangements. In the case of maintained schools, the admission authority is the local authority (LA), whilst in voluntary aided or academy schools it is the governing body of the school in question.
4. In their role as admissions authorities, LAs must also consult other LAs with whom they share a border. For City of York Council, these are East Riding of Yorkshire Council and North Yorkshire County Council.
5. Admission limits 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 years 7 and 12 in secondary schools).

Consultation

6. The School Admissions Code of Practice requires that consultation takes place and final determination of admission limits and arrangements and should be made by 15 April 2014 for the academic year beginning in September 2015.

Options

7. The recommendations in this report have been prepared following consultation with schools. The Cabinet Member can approve, reject or modify the proposals relating to community and voluntary controlled schools contained in this report and attached annexes. The Cabinet Member may also choose to raise a statutory objection to voluntary aided and academy schools admissions policies.

Analysis

8. The LA has consulted with relevant admissions authorities on the proposed admissions arrangements for the 2015/16 academic year. The consultation ran from 20 December 2013 until 14 February 2014. The City of York's proposed coordinated schemes and admissions policies for primary and secondary schools are set out in Annexes B–G. Policies for voluntary aided schools are contained in annexes H–Q. Year 12 admissions policies are contained in annexes R–V.
9. The coordinated schemes are applicable to all maintained schools in York including community, voluntary controlled, voluntary aided and academy schools. The City of York admissions policy is applicable to all schools for which the LA is the admissions authority; this includes all community and voluntary controlled schools. Voluntary aided and academy schools operate their own admissions policies and these have also formed part of the consultation.
10. An admissions scheme and admissions policy have been developed and consulted upon for the two junior schools in the LA area and these documents will first apply from the 2015/16 academic year. This will be the first year that applications for the transition from infant to junior school has been coordinated by the LA. Both the scheme and policy have been developed in

partnership with the governing bodies of two junior schools and are similar to the scheme and policy for primary schools.

11. The following general principles should apply when considering increases in admission limit:
 - a) The school should have enough physical space to accommodate a full complement of children in each year group, based on the proposed admission limit (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 requested admission 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.
12. The following general principles should apply when considering decreases in admission limit:
 - a) The school must still be able to accommodate demand from within their local area (catchment area for community and voluntary controlled schools, parish or priority zone for voluntary aided or academy schools).
 - b) The requested admission 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.
13. Based on these principles, school planning and admissions officers propose, following detailed investigation of potential implications, the following changes to school admission limits:

School	Proposal	Recommendation	Reason
Carr Infant	Increase PAN from 70 to 90	Approve	To meet growing catchment and area demand
Carr Junior	Increase PAN from 70 to 90	Approve	To meet growing catchment and area demand
Clifton Green Primary	Increase PAN from 55 to 60	Approve	To meet growing catchment and area demand
Osboldwick Primary	Increase PAN from 30 to 60	Approve	To reflect closure of Derwent Infant and Junior and expansion of Osboldwick Primary
Park Grove Primary	Increase PAN from 38 to 40	Approve	To meet growing catchment demand and assist in class organisation

Analysis - Clifton Green Primary increase

14. An objection to the proposed increase at Clifton Green Primary School was received from Burton Green Primary School, who is concerned that their own intake would reduce if Clifton Green's admission number was increased.
15. At time of writing, Burton Green has received 27 1st preferences for a place in September 2014, close to their published number of 30. Demand for places at Clifton Green is lower than at this point last year, with 47 1st preferences for 55 places. The school has the physical capacity to accommodate 60 children in every year group. The area is also served by Lakeside Primary School and Clifton with Rawcliffe Primary School (60 and 90 places respectively).
16. The number of children living in the Clifton Green catchment area is predicted to rise over the short to medium term. Increasing the published admission number of Clifton Green will therefore provide more places for catchment children at their local school, and for the area as a whole.

17. Historically, Clifton Green has admitted significant numbers of children from the Burton Green catchment, and in previous years increasing the Clifton Green PAN would have led to lower intakes at Burton Green. However, analysis of parental preference now shows that a greater proportion of parents in the area are choosing to send their children to Burton Green than in previous years.
18. Because of this swing in popularity, officers are of the opinion that an increase in admission number at Clifton Green is unlikely to negatively impact on intakes at Burton Green. In addition, it is likely that the proposed additional places at Clifton Green will be needed to meet wider area based demand as other schools (including Burton Green) fill to capacity.
19. There were no further requests originating from the community of voluntary controlled schools for changes to admission number.

Voluntary Aided and Academy proposals

20. The following changes in admission number have been proposed by voluntary aided and academy schools, who are their own admissions authorities.

School	Proposal
Manor CE Secondary Academy	Increase Y7 PAN from 180 to 200

Analysis - Manor School increase

21. An objection to the proposed increase at Manor CE School was received by Canon Lee School, who argue that any increase at Manor will result in reduced numbers at Canon Lee, Millthorpe and York High secondary schools because of increased draw from their respective catchments.
22. Canon Lee is currently experiencing challenging financial circumstances as a result of the significant levels of surplus within the school (due to low intakes for a number of years). Parental preference currently means that Canon Lee lose a significant proportion of their catchment area children to other schools, including Joseph Rowntree and Manor, as shown in the following table:

Sept 14 allocated school of Canon Lee catchment children

School	Allocated	%
Canon Lee	115	49%
Joseph Rowntree	36	15%
Manor CE Academy	27	12%
All Saints' RC	26	11%
Easingwold	17	7%
Millthorpe Secondary	7	3%
Huntington Secondary	3	1%
Archbishop Holgate's CE Academy	2	1%
York High	1	0%
Total	234	

23. In the current round, Manor has allocated places to 200 pupils, ie 20 above their published limit. Four pupils were allocated a place at Canon Lee despite putting a 1st preference for Manor. Formally increasing the Manor Academy PAN from 180 to 200 could result in more children gaining a place from the Canon Lee catchment in future, depending on the outcome of appeals for places at Manor.
24. However, demand for places from within Manor's priority zone is rising. At time of writing, both Millthorpe and York High are experiencing higher than anticipated demand for September 2015 year 7 places, and are almost full. If this level of demand continues to rise at the current higher than predicted rate, it is estimated that the additional places proposed by Manor may be required to meet demand from the area from 2016/17.
25. Whilst LA officers would prefer a delay to the proposed increase in PAN to this date or beyond in order to help protect Canon Lee (rather than September 2015 as proposed), under current legislation the LA has no direct control over when, and the degree to which, popular and successful academies can expand. The LA must therefore ensure that the impact of the proposed Manor

increase is accurately modelled so Canon Lee can plan accordingly.

Council Plan 2011-2015 Priorities

26. The setting of admission limits forms an integral part of the LA's effective planning of school places. Providing enough high quality school places within city helps lay the foundations for "creating jobs and growing the economy". Schools also have an important role in helping to "build strong communities" within the city, and in the protection of vulnerable children.

Implications

Financial

27. There are no direct financial implications for schools or the LA resulting from determination of admission limits for September 2015.

Human Resources

28. There are no HR implications.

Equalities

29. There are no implications relating to equalities.

Legal

30. Section 142 of the Schools Standards and Framework Act (SSFA) 1998 requires schools to have an admission limit for each 'relevant age group'.
31. The Education (Determination of Admission Arrangements) Regulations 1999 (SI 1999/126) as amended by SI 2002/2896, SI 2007/194 and SI 2012/8 states that admissions authorities must have regard to the capacity assessment of the school when setting admission limits.
32. Section 1 of the SSFA 1998 requires that any admission number set must be compatible with the duty to comply with the infant class size limit.
33. Sections 89 and 89A of the SSFA 1998 state that the admission authorities for schools with a sixth form must consult on and

determine the arrangements they propose to use to allocate places in year 12 at the same time as other admission arrangements.

34. Section 89(2) of the SSFA 1998 requires that admissions authorities are required to complete consultation on admission arrangements by 1 March, and determine their arrangements by 15 April in each calendar year for the following school year. These dates are prescribed in The Education (Determination of Admission Arrangements) Regulations 1999 (SI 1999/126) as amended by SI 2002/ 2896, SI 2007/194 and SI2012/8.

Other Implications

35. There are no specific HR, Equalities, Crime and Disorder, Information technology, or Property implications arising from this report.

Risk Management

36. No direct implications.

Recommendations

37. The Cabinet Member for Education, Children and Young People is recommended to approve:
- the City of York coordinated schemes and admissions policies for both primary and secondary schools for the 2015/16 academic year, as set out in Annexes B-E and Q-S
 - proposed individual school maximum admission limits for the academic year beginning in September 2015, as set out in Annex A

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

Contact Details

Author:	Chief Officer Responsible for the report:		
Jake Wood School Planning Manager Children's Services, Education and Skills 01904 554171	Jon Stonehouse Director of Children's Services, Education and Skills		
Tom Chamberlain School Services Manager Children's Services, Education and Skills 01904 554239	Report approved	<input checked="" type="checkbox"/>	Date 12/3/14
Specialist Implications Officer(s) Legal: Peter Cairns Employment / Education Lawyer 01904 551095			
Wards Affected:			All <input checked="" type="checkbox"/>
For further information please contact the author of the report			

Background Papers

None

Annexes

Annex A	List of proposed admission limits for the 2015/16 academic year
Annex B	Coordinated admissions scheme for secondary schools in the area of City of York LA for the 2015/16 academic year
Annex C	Coordinated admissions scheme for primary schools in the area of City of York LA for the 2015/16 academic year
Annex D	Coordinated admissions scheme for junior schools in the area of City of York LA for the 2015/16 academic year

Annex E	2015/16 admissions policy for City of York Council community and voluntary controlled secondary schools
Annex F	2015/16 admissions policy for City of York Council community and voluntary controlled primary schools
Annex G	2015/16 admissions policy for City of York Council junior Schools
Annex H	All Saints RC VA Admissions Policy (2015/16)
Annex I	Archbishop Holgate's CE Academy Admissions Policy (2015/16)
Annex J	Manor CE Academy Admissions Policy (2015/16)
Annex K	Heworth CE Primary Admissions Policy (2015/16)
Annex L	Our Lady Queen of Martyrs RC Primary Admissions Policy (2015/16)
Annex M	St Aelred's RC Primary Admissions Policy (2015/16)
Annex N	St George's RC Primary Admissions Policy (2015/16)
Annex O	St Lawrence's CE Primary Admissions Policy (2015/16)
Annex P	St Wilfrid's RC Primary Admissions Policy (2015/16)
Annex Q	Wheldrake CE Primary Admissions Policy (2015/16)
Annex R	Archbishop Holgate's Year 12 Admissions Policy (2015/16)
Annex S	Fulford Year 12 Admissions Policy (2015/16)
Annex T	Huntington Year 12 Admissions Policy (2015/16)
Annex U	Joseph Rowntree Year 12 Admissions Policy (2015/16)
Annex V	All Saints RC VA Year 12 Admissions Policy (15/16)
Annex W	A3 Map of Proposals (15/16)

Annex A – List of proposed admission limits for the 1516 academic year

	Reception Published Admission Number		
Community and Voluntary Controlled Primary and Infant Schools	Current (Sept 13)	Agreed (Sept 14)	Proposed (Sept 15)
Acomb Primary	45	45	45
Badger Hill Primary	30	30	30
Bishopthorpe Infant	60	60	60
Burton Green Primary	30	30	30
Carr Infant	70	70	90
Clifton Green Primary	55	55	60
Clifton with Rawcliffe Primary	90	90	90
Copmanthorpe Primary	60	60	60
Dringhouses Primary	45	45	45
Dunnington CE Primary	30	30	30
Elvington CE Primary	20	20	20
Fishergate Primary	30	45	45
Haxby Road Primary	30	30	30
Headlands Primary	45	45	45
Hempland Primary	60	60	60
Hob Moor Primary	45	45	45
Huntington Primary	60	60	60
Knavesmire Primary	50	60	60
Lakeside Primary	60	60	60
Lord Deramore's Primary	30	30	30
Naburn CE Primary	12	12	12
Osbalwick Primary	30	60	60
Park Grove Primary	38	38	40
Poppleton Ousebank Primary	60	60	60
Poppleton Road Primary	60	60	60
Ralph Butterfield Primary	50	50	50
Rufforth Primary	12	12	12
Scarcroft Primary	45	45	45
Skelton Primary	20	20	20
St Barnabas' CE Primary	20	20	20
St Mary's CE Primary	15	15	15
St Oswald's CE Primary	42	42	42
St Paul's CE Primary	25	25	25
Stockton on the Forest Primary	12	12	12
Tang Hall Primary	30	30	30
Westfield Primary	90	90	90
Wigginton Primary	40	40	40
Woodthorpe Primary	60	60	60
Yearsley Grove Primary	60	60	60
Voluntary Aided Primary Schools and Academies			
Heworth CE Primary	20	20	20
New Earswick Primary	30	30	30
Our Lady Queen of Martyrs Primary	60	60	60
St Aelred's RC Primary	30	30	30
St George's RC Primary	30	30	30

Annex A – List of proposed admission limits for the 1516 academic year

Reception Published Admission Number			
Community and Voluntary Controlled Primary and Infant Schools	Current (Sept 13)	Agreed (Sept 14)	Proposed (Sept 15)
St Lawrence's CE Primary	30	30	30
St Wilfrid's RC Primary	40	40	40
Wheldrake CE Primary	30	30	30
Robert Wilkinson Primary Academy	75	75	75
Total Reception places available	2011	2066	2093

Year 3 Published Admission Number			
Community and Voluntary Controlled Junior Schools	Current (Sept 13)	Agreed (Sept 14)	Proposed (Sept 15)
Carr Junior	70	70	90
Archbishop of York's CE Junior	60	60	60
Total Year 3 places available	130	130	150

Year 7 Published Admission Number			
Community Secondary Schools	Current (Sept 13)	Agreed (Sept 14)	Proposed (Sept 15)
Huntington Secondary	239	239	239
Canon Lee	190	190	190
Fulford Secondary	208	208	208
Millthorpe Secondary	204	204	204
Joseph Rowntree Secondary	220	220	220
York High	180	180	180
Voluntary Aided Secondary Schools and Academies			
Archbishop Holgate's CE Academy	216	216	216
Manor CE Academy	180	180	200
All Saints RC Secondary	178	178	178
Total Year 7 places available	1815	1815	1835

Year 12 Published Admission Number			
School / Academy	Current (Sept 13)	Agreed (Sept 14)	Proposed (Sept 15)
Huntington Secondary	30	30	30
Fulford Secondary	35	35	35
Archbishop Holgate's CE Academy	40	40	40
Joseph Rowntree Secondary	60	60	60
All Saints RC Secondary	35	35	35
Total Year 12 places available	200	200	200

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.

I Timetable

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

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

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Coordinated Admissions Scheme

Primary and Infant Schools in the City of York Local Authority area

Primary and Infant Schools – Reception entry
2015-2016

Draft – currently under consultation

Dv1

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 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 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 There will be a standard form known as the Primary Common Application Form.
- 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 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 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 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 Primary 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 Primary 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 15 January 2015. 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 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 Primary 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 child is eligible for a place at only one of the nominated schools, that school will be offered 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 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 primary and infant schools with a provisional list of the children 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 16 April 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.

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 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 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.

I Timetable

by 12 September 2014	Guide for Parents published online at www.york.gov.uk/guideforparents
by 12 September 2014	Opening date for applications. Primary Common Application Form made available and online applications start to be accepted at www.york.gov.uk/schooladmissions
by 21 November 2014	Letter to parent/carers resident in the LA area with children due to start Reception in September 2015 informing parent/carers that applications should be made online by 15 January 2015. Parent/carers without access to

ANNEX C – Coordinated Admissions Scheme 1516 – Primary and Infant

	the internet will be informed they should contact School Services for a paper copy of the Primary Common Application Form.
15 January 2015	Closing date for 'on-time' applications (both online and by paper Primary Common Application Form)
from 16 January 2015	Applications received may be treated as 'late'
by 23 January 2015	Communicate the total number of first preferences expressed to each City of York primary and infant school
by 30 January 2015	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 30 January 2015	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 06 February 2015	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 27 February 2015	Receive completed ranked lists of all preferences from Voluntary Aided and Academy schools within the City of York area
by 13 March 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 13 March 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
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by 27 March 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 10 April 2015	Provide all City of York primary and infant

	schools with a provisional list of the children to be offered a place at their schools.
16 April 2015	Offers made to City of York resident applicants by email and/or by letter
17 April 2015 – 31 August 2015	Communicate adjustments to allocations to schools and other admission authorities
15 May 2015	Deadline for return of appeal papers for ‘on-time’ applicants
18 May 2015 – 17 July 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 Primary and Infant Schools

Acomb Primary
(Community, 5-11)
West Bank, York, YO24 4ES
01904 798453
acomb.primary@york.gov.uk
www.acombschool.co.uk
Badger Hill Primary
(Community, 5-11)
Crossways, Badger Hill, York, YO10 5JF
01904 555225
badger.hill@york.gov.uk

www.yorkla.org/badgerhill

Bishopthorpe Infant
(Community, 5-7)
Sim Balk Lane, Bishopthorpe, York, YO23 2QQ
01904 707506
bishopthorpe.infant@york.gov.uk
www.yorkla.org/bishopthorpe

Burton Green Primary
(Community, 5-11)
Burton Green, Clifton, York, YO30 6JE
01904 552380
burtongreen.primary@york.gov.uk
www.yorkla.org/burtongreen

Carr Infant
(Community, 5-7)
Ostman Road, Acomb, York, YO26 5QA
01904 798266
carr.infants@york.gov.uk
www.yorkla.org/carrinfant

Clifton Green Primary
(Community, 5-11)
Kingsway North, Clifton, York, YO30 6JA
01904 627270
cliftongreenprimary@york.gov.uk
www.cliftongreenprimary.co.uk

Clifton with Rawcliffe Primary
(Community, 5-11)
Eastholme Drive, Rawcliffe, York, YO30 5TA
01904 555230
admin@cwr.york.sch.uk
www.cwr.york.sch.uk

Copmanthorpe Primary
(Community, 5-11)
Low Green, Copmanthorpe, York, YO23 3SB
01904 705400
copmanthorpe.primary@york.gov.uk

www.yorkla.org/copmanthorpe

Dringhouses Primary
(Community, 5-11)
St Helen's Road, York, YO24 1HW
01904 553940
dringhouses.primary@york.gov.uk
www.dringhouses.york.sch.uk

Dunnington CE Primary
(Voluntary Controlled, 5-11)
Pear Tree Lane, Dunnington, York, YO19 5QG
01904 552910
dunnington.primary@york.gov.uk
www.yorkla.org/dunnington

Elvington CE Primary
(Voluntary Controlled, 5-11)
Dauby Lane, Elvington, York, YO41 4HP
01904 555280
pselvington@york.gov.uk

Fishergate Primary
(Community, 5-11)
Fishergate, York, YO10 4AP
01904 623511
fishergate.primary@york.gov.uk
www.yorkla.org/fishergate

Haxby Road Primary
(Community, 5-11)
154 Haxby Road, York, YO31 8JN
01904 653218
haxbyroad.primary@york.gov.uk
www.haxbyroadschool.co.uk

Headlands Primary
(Community, 5-11)
Oak Tree Lane, Haxby, York, YO32 2YH
01904 762356
headlands.primary@york.gov.uk

www.yorkla.org/headlands

Hempland Primary
(Community, 5-11)
Whitby Avenue, York, YO31 1ET
01904 421065
hempland.primary@york.gov.uk
www.hemplandprimary.co.uk

Heworth CE Primary
(Voluntary Aided, 5-11)
53 Heworth Road, York, YO31 0AA
01904 551650
heworth.primary@york.gov.uk
www.heworth.york.sch.uk

Hob Moor Community Primary
(Community, 5-11)
Green Lane, Acomb, York, YO24 4PS
01904 555000
hobmoorprimary@hmcc.york.sch.uk
www.hobmoorschools.co.uk

Huntington Primary
(Community, 5-11)
North Moor Road, Huntington, York, YO32 9QT
01904 554441
huntington.primary@york.gov.uk
www.skillspace.com/huntingtonprimary

Knavesmire Primary
(Community, 5-11)
Campleshon Road, York, YO23 1HY
01904 554445
knavesmire.school@york.gov.uk
www.knavesmire.org.uk

Lakeside Primary
(Community, 5-11)
Oakdale Road, Clifton Moor, York, YO30 4YL
01904 691473
lakeside.primary@york.gov.uk

www.lakesideprimary.co.uk

Lord Deramore's CE Primary
(Voluntary Controlled, 5-11)
School Lane, Heslington, York, YO10 5EE
01904 553890
lordderamores.primary@york.gov.uk
www.lordderamores.com

Naburn CE Primary
(Voluntary Controlled, 5-11)
Naburn, York, YO19 4PP
01904 551075
naburn.primary@york.gov.uk
www.naburnschool.com

New Earswick Primary
(Voluntary Aided, 5-11)
Hawthorn Terrace, New Earswick, York, YO32 4BY
01904 555970
new-earswick.school@york.gov.uk
www.yorkla.org/newearswick

Osballdwick Primary
(Community, 5-11)
The Leyes, Osballdwick, York, YO10 3PR and
Osballdwick Lane, York YO10 3AX
01904 551060
osballdwick@york.gov.uk
www.osballdwickprimaryschool.co.uk

Our Lady Queen of Martyrs RC Primary
(Voluntary Aided, 5-11)
Hamilton Drive, Holgate, York, YO24 4JW
01904 555222
olqm.primary@york.gov.uk
www.skillspace.com/olqm

Park Grove Primary
(Community, 5-11)
Park Grove, York, YO31 8LG
01904 554390
parkgrove@york.gov.uk

www.parkgrove.york.sch.uk

Poppleton Ousebank
(Community, 5-11)
Main Street, Upper Poppleton, York, YO26 6JT
01904 795930
poppletonousebank.primary@york.gov.uk
www.poppletonousebank.co

Poppleton Road Primary
(Community, 5-11)
Poppleton Road, York, YO26 4UP
01904 553388
poppyroad@york.gov.uk
www.poppletonroadprimary.co.uk

Ralph Butterfield Primary
(Community, 5-11)
Station Road, Haxby, York, YO32 3LS
01904 768325
ralph.butterfield@york.gov.uk
www.skillspace.com/ralphbutterfield

Robert Wilkinson Primary
(Academy, 5-11)
West End, Strensall, York, YO32 5UH
01904 490306
robertwilkinson.primary@york.gov.uk
www.rwprimary.ik.org

Rufforth Primary
(Community, 5-11)
Wetherby Road, Rufforth, York, YO23 3QF
01904 738347
rufforth.primary@york.gov.uk
www.rufforthprimary.co.uk

Scarcroft Primary
(Community, 5-11)
Moss Street, York, YO23 1BS
01904 653569
scarcroft.primary@york.gov.uk

www.scarcroft.york.sch.uk

Skelton Primary
(Community, 5-11)
Brecksfield, Skelton, York, YO30 1BY
01904 555170
primary.school.skelton@york.gov.uk
www.yorkla.org/skelton

St Aelred's RC Primary
(Voluntary Aided, 5-11)
Fifth Avenue, Tang Hall, York, YO31 0QQ
01904 551885
st.aelreds@york.gov.uk
www.staelreds.org

St Barnabas' CE Primary
(Voluntary Controlled, 5-11)
Jubilee Terrace, Leeman Road, York, YO26 4YZ
01904 653323
stbarnabas@york.gov.uk
www.yorkla.org/stbarnabas

St George's RC Primary
(Voluntary Aided, 5-11)
1 Winterscale Street, Fishergate, York, YO10 4BT
01904 552440
stgeorges.primary@york.gov.uk
www.stgeorgesrc-york.org.uk

St Lawrence's CE Primary
(Voluntary Aided, 5-11)
Heslington Road, York, YO10 5BW
01904 625131
st.lawrences@york.gov.uk
www.stlawrencesschool.org

St Mary's CE Primary
(Voluntary Controlled, 5-11)
School Lane, Askham Richard, York, YO23 3PD
01904 707125
stmarys.primary@york.gov.uk

www.skillspace.com/stmarys

St Oswald's CE Primary
(Voluntary Controlled, 5-11)
Heslington Lane, Fulford, York, YO10 4LX
01904 555421
stoswalds.primary@york.gov.uk
www.stoswalds.york.sch.uk

St Paul's CE Primary
(Voluntary Controlled, 5-11)
St Pauls Terrace, Holgate, York, YO24 4BJ
01904 625240
stpauls.primary@york.gov.uk
www.yorkla.org/stpauls

St Wilfrid's RC Primary
(Voluntary Aided, 5-11)
Monkgate, York, YO31 7PB
01904 659726
stwilfrids@york.gov.uk
www.yorkla.org/stwilfrids

Stockton on the Forest Primary
(Community, 5-11)
Main Street, Stockton on the Forest, York, YO32 9UP
01904 400366
stocktononforest.primary@york.gov.uk
www.stocktonprimary.co.uk

Tang Hall Primary
(Community, 5-11)
Sixth Avenue, York, YO31 0UT
01904 424765
tanghall.primary@york.gov.uk
www.tanghallprimary.co.uk

Westfield Primary Community
(Community, 5-11)
Askham Lane, Acomb, York, YO24 3HP
01904 555295
westfield.primary@york.gov.uk

www.westfieldprimary.co.uk

Wheldrake with Thorganby CE Primary
(Voluntary Aided, 5-11)
North Lane, Wheldrake, York, YO19 6BB
01904 448564
wheldrake.school@york.gov.uk
www.yorkla.org/wheldrakewiththorganby

Wigginton Primary
(Community, 5-11)
Westfield Lane, Wigginton, York, YO32 2FZ
01904 552225
wigginton.primary@york.gov.uk
www.skillspace.com/wigginton

Woodthorpe Primary
(Community, 5-11)
Summerfield Road, Woodthorpe, York, YO24 2RU
01904 705462
woodthorpe.primary@york.gov.uk
www.woodthorpeprimaryschool.co.uk

Yearsley Grove Primary
(Community, 5-11)
Yearsley Grove, Huntington, York, YO31 9BX
01904 554490
yearsleygrove.primary@york.gov.uk
www.yearsleygroveprimary.york.sch.uk

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Coordinated Admissions Scheme

Junior Schools in the City of York Local Authority area

Junior Schools – Year 3 entry
2015-2016

Draft – currently under consultation

A Introduction

- 1 This coordinated scheme provides a framework for a fair and open way of determining applications to start junior 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 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 There will be a standard form known as the Junior Common Application Form.
- 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 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 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 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 Junior 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 Junior 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 15 January 2015. 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 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 Junior 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 junior 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 16 April 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.

I Timetable

by 12 September 2014	Guide for Parents published online at www.york.gov.uk/guideforparents
by 12 September 2014	Opening date for applications. Junior Common Application Form made available and online applications start to be accepted at www.york.gov.uk/schooladmissions
by 21 November 2014	Letter to parent/carers of Year 2 pupils in City of York infant schools informing parent/carers that applications should be made online by 15 January 2015. Parent/carers without access to the internet will be informed they should contact the School Services team for a paper copy of the Junior Common Application Form.
15 January 2015	Closing date for 'on-time' applications (both online and by paper Junior Common Application Form)
from 16 January 2015	Applications received may be treated as 'late'
by 23 January 2015	Communicate the total number of first preferences expressed to each City of York junior school
by 30 January 2015	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 30 January 2015	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 06 February 2015	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 27 February 2015	Receive completed ranked lists of all preferences from Voluntary Aided and Academy schools within the City of York area
by 13 March 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 13 March 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 27 March 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 27 March 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 10 April 2015	Provide all City of York junior schools with a provisional list of the pupils to be offered a place at their schools.
16 April 2015	Offers made to City of York resident applicants by email and/or by letter
17 April 2015 – 31 August 2015	Communicate adjustments to allocations to schools and other admission authorities
15 May 2015	Deadline for return of appeal papers for 'on-time' applicants
18 May 2015 – 17 July 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 Junior Schools

Archbishop of York's CE Junior
(Voluntary Controlled, 7-11)
Copmanthorpe Lane, Bishopthorpe, York, YO23 2QT
01904 551630
ayjs@york.gov.uk
www.archbishops-jun.york.sch.uk

Carr Junior
(Community, 7-11)
Ostman Road, Acomb, York, YO26 5QA
01904 798996
carrjunior@york.gov.uk
www.carrjunior.co.uk

Community and Voluntary Controlled Secondary Schools

Admissions Policy – Year 7 entry
2015-2016

Draft – currently under consultation

[DraftSecondaryPolicy v1_111113, p1](#)

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 or upon request from the School Services team.
- 6 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 Local Authority (LA) and the school have a duty to admit the child and will therefore allocate a place at the named school 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 2014. Applications can be made online at 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 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 in the care of a local authority; pupils who have previously been in the care of a local authority, and who immediately after being looked after became subject to an adoption, residence, or special guardianship order; or pupils who are provided with accommodation by a local authority (see section 22 of the Children Act 1989);
- 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, 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 2014 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 2015.
- 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 2014	Opening date for applications. Secondary Common Application Form made available and online applications start to be accepted at www.york.gov.uk/schooladmissions
September 2014 – October 2014	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'
02 March 2015	National Offer Day
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	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

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
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

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

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Community and Voluntary Controlled Primary and Infant Schools

Admissions Policy – Reception entry
2015-2016

Draft – currently under consultation

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 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. 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.
- 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 Primary and Infant Schools in the City of York Local Authority area.
- 4 The City of York Council policy for allocating primary and infant school places is designed to be as fair as possible while ensuring that resources are used sensibly. 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.
- 5 The admission of children to 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 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 a statement of special educational needs is covered by different admission regulations. However, where a school is named in a child's statement of special educational needs, the Local Authority (LA) and the school have a duty to admit the child and will therefore allocate a place at the named school 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 'deferred 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 the school until the start of the school term after a child turns five. 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.
- 3 Applications should be made by the closing date for applications which is 15 January 2015. Applications can be made online at www.york.gov.uk/schooladmissions or by completing a paper Primary Common Application Form, which can be obtained from School Services, online, or from a City of York primary or infant school.
- 4 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 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 medical or social 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 children that can go to a school each year these standards could not be maintained. Infant Class Size legislation may also limit in the number of pupils that can be admitted in the year of entry. For these reasons each school has a Planned 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.

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 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 in the care of a local authority; children who have previously been in the care of a local authority, and who immediately after being looked after became subject to an adoption, residence, or special guardianship order; or children who are provided with accommodation by a local authority (see section 22 of the Children Act 1989);

- 2 **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 to School Catchment Areas, online at www.york.gov.uk, and upon request from the School Services team;
- 3 **Children 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 child should be allocated a place at the preferred school due to a particular medical condition or social need;
- 4 **Children 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 **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 entrance of the school.

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

For example, for two children who are both resident in the catchment area and are thus assigned the same (second) priority, the place would be allocated to the child who also fulfils the next highest priority, for example, who also has a sibling at the school (fourth priority) over a child 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 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 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 2015.
- 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 admissions authority.

G Timetable

by 12 September 2014	Opening date for applications. Primary Common Application Form made available and online applications start to be accepted at www.york.gov.uk/schooladmissions
15 January 2015	Closing date for ‘on-time’ applications (both online and by paper Primary Common Application Form)
from 16 January 2015	Applications received may be treated as ‘late’

16 April 2015	National Offer Day
15 May 2015	Deadline for return of appeal papers for 'on-time' applicants
18 May 2015 – 17 July 2015	Admission appeals for 'on-time' applicants
September 2015	Start of the school year
31 December 2015	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

Acomb Primary
 (Community, 5-11)
 West Bank, York, YO24 4ES
 01904 798453
acomb.primary@york.gov.uk
www.acombschool.co.uk

Badger Hill Primary
 (Community, 5-11)
 Crossways, Badger Hill, York, YO10 5JF
 01904 555225
badger.hill@york.gov.uk
www.yorkla.org/badgerhill

Bishopthorpe Infant
(Community, 5-7)
Sim Balk Lane, Bishopthorpe, York, YO23 2QQ
01904 707506
bishopthorpe.infant@york.gov.uk
www.yorkla.org/bishopthorpe

Burton Green Primary
(Community, 5-11)
Burton Green, Clifton, York, YO30 6JE
01904 552380
burtongreen.primary@york.gov.uk
www.yorkla.org/burtongreen

Carr Infant
(Community, 5-7)
Ostman Road, Acomb, York, YO26 5QA
01904 798266
carr.infants@york.gov.uk
www.yorkla.org/carrinfant

Clifton Green Primary
(Community, 5-11)
Kingsway North, Clifton, York, YO30 6JA
01904 627270
cliftongreenprimary@york.gov.uk
www.cliftongreenprimary.co.uk

Clifton with Rawcliffe Primary
(Community, 5-11)
Eastholme Drive, Rawcliffe, York, YO30 5TA
01904 555230
admin@cwr.york.sch.uk
www.cwr.york.sch.uk

Copmanthorpe Primary
(Community, 5-11)
Low Green, Copmanthorpe, York, YO23 3SB
01904 705400
copmanthorpe.primary@york.gov.uk
www.yorkla.org/copmanthorpe

Dringhouses Primary
(Community, 5-11)
St Helen's Road, York, YO24 1HW
01904 553940
dringhouses.primary@york.gov.uk
www.dringhouses.york.sch.uk

Dunnington CE Primary
(Voluntary Controlled, 5-11)
Pear Tree Lane, Dunnington, York, YO19 5QG
01904 552910
dunnington.primary@york.gov.uk
www.yorkla.org/dunnington

Elvington CE Primary
(Voluntary Controlled, 5-11)
Dauby Lane, Elvington, York, YO41 4HP
01904 555280
pselvington@york.gov.uk

Fishergate Primary
(Community, 5-11)
Fishergate, York, YO10 4AP
01904 623511
fishergate.primary@york.gov.uk
www.yorkla.org/fishergate

Haxby Road Primary
(Community, 5-11)
154 Haxby Road, York, YO31 8JN
01904 653218
haxbyroad.primary@york.gov.uk
www.haxbyroadschool.co.uk

Headlands Primary
(Community, 5-11)
Oak Tree Lane, Haxby, York, YO32 2YH
01904 762356
headlands.primary@york.gov.uk
www.yorkla.org/headlands

Hempland Primary
(Community, 5-11)
Whitby Avenue, York, YO31 1ET
01904 421065
hempland.primary@york.gov.uk
www.hemplandprimary.co.uk

Hob Moor Community Primary
(Community, 5-11)
Green Lane, Acomb, York, YO24 4PS
01904 555000
hobmoorprimary@hmcc.york.sch.uk
www.hobmoorschools.co.uk

Huntington Primary
(Community, 5-11)
North Moor Road, Huntington, York, YO32 9QT
01904 554441
huntington.primary@york.gov.uk
www.skillspace.com/huntingtonprimary

Knavesmire Primary
(Community, 5-11)
Campleshon Road, York, YO23 1HY
01904 554445
knavesmire.school@york.gov.uk
www.knavesmire.org.uk

Lakeside Primary
(Community, 5-11)
Oakdale Road, Clifton Moor, York, YO30 4YL
01904 691473
lakeside.primary@york.gov.uk
www.lakesideprimary.co.uk

Lord Deramore's CE Primary
(Voluntary Controlled, 5-11)
School Lane, Heslington, York, YO10 5EE
01904 553890
lordderamores.primary@york.gov.uk
www.lordderamores.com

Naburn CE Primary
(Voluntary Controlled, 5-11)
Naburn, York, YO19 4PP
01904 551075
naburn.primary@york.gov.uk
www.naburnschool.com

Osballdwick Primary
(Community, 5-11)
The Leyes, Osballdwick, York, YO10 3PR and
Osballdwick Lane, York YO10 3AX
01904 551060
osballdwick@york.gov.uk
www.osballdwickprimaryschool.co.uk

Park Grove Primary
(Community, 5-11)
Park Grove, York, YO31 8LG
01904 554390
parkgrove@york.gov.uk
www.parkgrove.york.sch.uk

Poppleton Ousebank
(Community, 5-11)
Main Street, Upper Poppleton, York, YO26 6JT
01904 795930
poppletonousebank.primary@york.gov.uk
www.poppletonousebank.co.

Poppleton Road Primary
(Community, 5-11)
Poppleton Road, York, YO26 4UP
01904 553388
poppyroad@york.gov.uk
www.poppletonroadprimary.co.uk

Ralph Butterfield Primary
(Community, 5-11)
Station Road, Haxby, York, YO32 3LS
01904 768325
ralph.butterfield@york.gov.uk
www.skillspace.com/ralphbutterfield

Rufforth Primary
(Community, 5-11)
Wetherby Road, Rufforth, York, YO23 3QF
01904 738347
rufforth.primary@york.gov.uk
www.rufforthprimary.co.uk

Scarcroft Primary
(Community, 5-11)
Moss Street, York, YO23 1BS
01904 653569
scarcroft.primary@york.gov.uk
www.scarcroft.york.sch.uk

Skelton Primary
(Community, 5-11)
Brecksfield, Skelton, York, YO30 1BY
01904 555170
primary.school.skelton@york.gov.uk
www.yorkla.org/skelton

St Barnabas' CE Primary
(Voluntary Controlled, 5-11)
Jubilee Terrace, Leeman Road, York, YO26 4YZ
01904 653323
stbarnabas@york.gov.uk
www.yorkla.org/stbarnabas

St Mary's CE Primary
(Voluntary Controlled, 5-11)
School Lane, Askham Richard, York, YO23 3PD
01904 707125
stmarys.primary@york.gov.uk
www.skillspace.com/stmarys

St Oswald's CE Primary
(Voluntary Controlled, 5-11)
Heslington Lane, Fulford, York, YO10 4LX
01904 555421
stoswalds.primary@york.gov.uk
www.stoswalds.york.sch.uk

St Paul's CE Primary
(Voluntary Controlled, 5-11)
St Pauls Terrace, Holgate, York, YO24 4BJ
01904 625240
stpauls.primary@york.gov.uk
www.yorkla.org/stpauls

Stockton on the Forest Primary
(Community, 5-11)
Main Street, Stockton on the Forest, York, YO32 9UP
01904 400366
stocktononforest.primary@york.gov.uk
www.stocktonprimary.co.uk

Tang Hall Primary
(Community, 5-11)
Sixth Avenue, York, YO31 0UT
01904 424765
tanghall.primary@york.gov.uk
www.tanghallprimary.co.uk

Westfield Primary Community
(Community, 5-11)
Askham Lane, Acomb, York, YO24 3HP
01904 555295
westfield.primary@york.gov.uk
www.westfieldprimary.co.uk

Wigginton Primary
(Community, 5-11)
Westfield Lane, Wigginton, York, YO32 2FZ
01904 552225
wigginton.primary@york.gov.uk
www.skillspace.com/wigginton

Woodthorpe Primary
(Community, 5-11)
Summerfield Road, Woodthorpe, York, YO24 2RU
01904 705462
woodthorpe.primary@york.gov.uk
www.woodthorpeprimaryschool.co.uk

Yearsley Grove Primary
(Community, 5-11)
Yearsley Grove, Huntington, York, YO31 9BX
01904 554490
yearsleygrove.primary@york.gov.uk
www.yearsleygroveprimary.york.sch.uk

**Other schools adopting this policy for Reception entry in
September 2015:**

New Earswick Primary
(Voluntary Aided, 5-11)
Hawthorn Terrace, New Earswick, York, YO32 4BY
01904 555970
new-earswick.school@york.gov.uk
www.yorkla.org/newearswick

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Community and Voluntary Controlled Junior Schools

Admissions Policy – Year 3 entry
2015-2016

Draft – currently under consultation

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 junior schools within the City of York area. It applies only 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.
- 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 Junior Schools in the City of York Local Authority area.
- 4 The City of York Council policy for allocating junior school places is designed to be as fair as possible while ensuring that resources are used sensibly. Under the junior 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 or upon request from the School Services team.
- 6 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 Local Authority (LA) and the school have a duty to admit the child and will therefore allocate a place at the named school before considering other applications.

A Admissions into Year 3

- 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 15 January 2015. Applications can be made online at www.york.gov.uk/schooladmissions or by completing a paper Junior Common Application Form, which can be obtained from School Services, online, or from a City of York infant 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 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 in the care of a local authority; pupils who have previously been in the care of a local authority, and who immediately after being looked after became subject to an adoption, residence, or special guardianship order; or pupils who are provided with accommodation by a local authority (see section 22 of the Children Act 1989);
- 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, 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 15 January 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 2015.

- 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 2014	Opening date for applications. Junior Common Application Form made available and online applications start to be accepted at www.york.gov.uk/schooladmissions
15 January 2015	Closing date for 'on-time' applications (both online and by paper Junior Common Application Form)
from 16 January 2015	Applications received may be treated as 'late'
16 April 2015	National Offer Day
15 May 2015	Deadline for return of appeal papers for 'on-time' applicants
18 May 2015 – 17 July 2015	Admission appeals for 'on-time' applicants
September 2015	Start of the school year
31 December 2015	Waiting list for all community and voluntary controlled junior schools closes

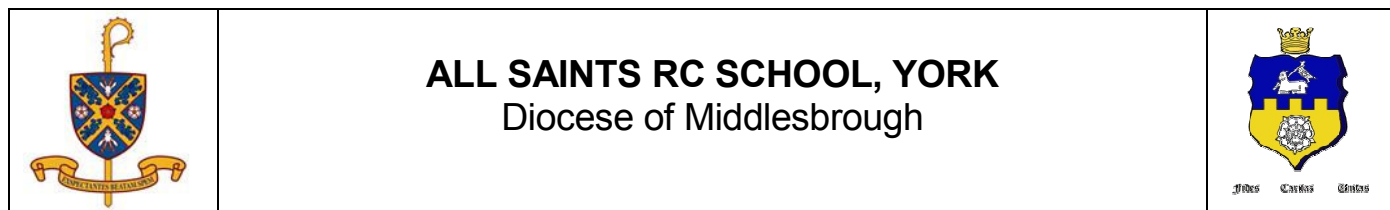
H Contact details for correspondence

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 Junior Schools

Archbishop of York's CE Junior
(Voluntary Controlled, 7-11)
Copmanthorpe Lane, Bishopthorpe, York, YO23 2QT
01904 551630
ayjs@york.gov.uk
www.archbishops-jun.york.sch.uk

Carr Junior
(Community, 7-11)
Ostman Road, Acomb, York, YO26 5QA
01904 798996
carrjunior@york.gov.uk
www.carrjunior.co.uk



ADMISSIONS POLICY

‘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 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’ 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’ means children who have been baptised as Roman Catholics or have been formally received into the Roman Catholic Church. A certificate of baptism in a Catholic Church or a letter from their priest confirming their baptism or reception into the Roman Catholic Church will evidence this.
- ‘Catechumen’ means a member of the catechumenate of the Catholic Church. A certificate of reception into the order of catechumens will normally evidence this.
- ‘Eastern Christian Church’ is normally evidenced by a certificate of baptism or reception from the authorities of that Church.
- ‘Brother and sister’ includes half, adopted and step brothers or sisters, 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 employed at the school’ includes staff employed at All Saints for two or more years or potential staff who will meet a skills shortage.
- To demonstrate an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the governing body will normally require written evidence from an appropriate professional, such as a social worker, doctor or priest.

Annex H - All Saints RC VA Admissions Policy 1516

- Distances will be measured using the LA's GIS system from the home front door via the shortest, safest walking route to the school.

4. **Implementation**

This policy applies to admissions to all years in the school, including the sixth form.

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 (The over-subscription criteria):

1. 'Looked after' and 'previously looked after' children from Catholic families.
2. Baptised Catholic children (Roman Catholics or Eastern Catholics).
3. Other 'looked after' or 'previously looked after' children.
4. Catechumens.
5. Members of an Eastern Orthodox Christian Church.
6. Children with a brother, sister or eligible parent at the school at the time of proposed enrolment.
7. Children attending a Catholic Primary school.
8. Christians of other denominations or of other Faiths whose parents or carers are in sympathy with the aims and ethos of the school and whose application is supported by a letter from a minister of religion or other religious leader and the parents, and a baptismal certificate.
9. Children whose parents or carers confirm in writing they are in sympathy with the aims and ethos of the school.
10. All other applicants.

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 who attend a Catholic Primary school.
3. At the discretion of the governors: where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child, which can most appropriately be met at this school.
4. Those with the shortest safe walking route from their home to school.

Governors will operate a waiting list system for those children who are initially unsuccessful in their application and ask for their name to be placed upon it. 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**

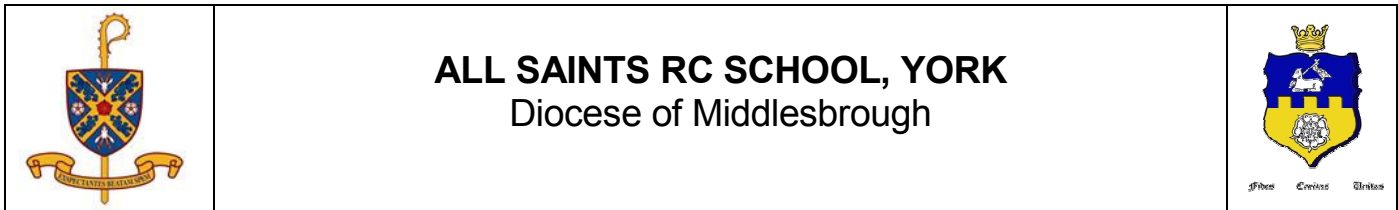
The Governing Body will review this policy every year and assess its effectiveness and implementation

6. **Availability**

Annex H - All Saints RC VA Admissions Policy 1516

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 (Admissions)</i>
Reviewed by:	<i>Governors' Admissions Committee</i>
Last Review Academic Year:	<i>Jan 2013</i>
Adopted by Governing Body	<i>Mar 2013</i>
Next Review Academic Year:	<i>Jan 2014</i>



Admissions Policy, 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 6th 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 31st 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 This is an Application Form specifically for All Saints. In this you will provide the extra information needed to establish which priority category you fall into. This form is available via the School Brochure or directly from the School. In order to be placed in the most appropriate category from 1-10 you **MUST** provide any additional relevant evidence, such as a baptismal certificate, **WITH** the application form. If you do not do so you will be prioritised into the relevant lower category.

This form together with any relevant additional information must be submitted to the school **by 31st October** in the year preceding admission. Governors will then consider all applications received and notify Parents or Carers of the outcome of their application.

Notification of Outcome

Parents will be advised of the outcome of their applications on **1st March** in the year of admission. Unsuccessful applicants will be given the reasons they were unsuccessful which will relate to the oversubscription criteria listed in the policy.

Parents and Carers, who will be moving into the area and apply for a place at the school before 31st October, will be included in the allocation.

Waiting Lists

The school will operate a waiting list for those children who are not allocated a place. Parents or carers must inform the school in writing if they wish their child to join this list. The waiting list will be ranked according to oversubscription criteria stated in the Admissions Policy. 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 site 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 **30th November** proceeding 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 **30th 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.

Applications for Years 12 and 13 – the Sixth Form

Please refer to separate 6th form Admissions Policy for applications to the 6th form.

Applications for entry mid-year

This category will normally only be available to people relocating into the area and 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.

Pupils with a Statement of Special Educational Needs

The admission of pupils with a statement of Special Educational Need is dealt with by a completely separate procedure. This procedure is integral to the making and maintaining of statements by the Pupil's home LA. Details of this separate procedure are set out in the Special Educational Needs Code of Conduct.

Fraudulent Applications

At the sole discretion of Governors, where they are of the opinion that an offer of a place has been made on the basis of 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.



Archbishop Holgate’s School

A Church of England Academy

***Admissions Policy for Year 7
September 2015***



Archbishop Holgate’s School

A Church of England Academy

Archbishop Holgate's VA Church of England Academy Admissions Policy for Year 7 in September 2015

Archbishop Holgate's is a Voluntary Aided 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, and continues to do so as a Voluntary Aided school.

The number of places available for admission into Year 7 is 216. These are divided into two categories:

Foundation places are allocated on faith grounds to members of Christian churches and the other major world faiths. There will be up to 25% Foundation places available each year. If all Foundation places are not allocated, the remainder will become available for Community applicants.

Community places are for parents who live in the area normally served by the school and the wider community, and who want their child to attend a school with a Christian tradition. The remaining 75% will be Community places. After considering those with special circumstances including children with statements and looked after children, priority is given *first* to siblings, *second* to students living in the area normally served by the school, *third* to those with the closest safe walking route.

Foundation places

The threshold for consideration for a Foundation place will be one years’ attendance at worship by an active worshipping family normally parents/carer prior to the application (November 2014). Applications which do not qualify for a Foundation place will automatically be considered for

Annex I – Archbishop Holgate’s CE Academy Admissions Policy 1516

Community places. In accordance with the law and recommended practice, priority will be given to Foundation applicants qualifying for a place who are also looked after.

If the number of applicants meeting the threshold for consideration for the remaining Foundation places is greater than the number of places available, places will be offered to applicants in the following priority order:

- 1 an applicant “at the heart of the church” (a member of an active worshipping family normally parents/carers or may be a close family member) – a regular worshipper, by which is meant one who worships at a Christian church normally twice a month. Within this category, the worshipper may be one or both parents/carers, or, provided the minimum threshold for consideration for a Foundation place is met, the child for whom the application is made.
- 2 an applicant “attached to the church” – a regular but not frequent worshipper, by which is meant a parent or carer who usually attends a monthly service or is regularly involved in a weekday church activity including an element of worship.
- 3 an applicant “known to the church” – not a regular but an occasional worshipper, by which is meant a parent or carer who attends at least six times per year. This may be through uniformed or other church organisations.

If there are more applicants for Foundation places within any given qualifying criterion than there are places remaining, the places for these applicants will be allocated to students whose homes are furthest away from their next nearest available Church of England secondary school, measured by the closest safe walking route. Any remaining applicants will automatically be considered for a Community place.

All applicants for Foundation places must submit, with their application form, a reference form from a minister of religion or faith group leader. Christian churches are defined as churches belonging to Churches Together in Britain and Ireland.

Up to 10% of Foundation places will be available for children of active worshipping families of other major world faiths (Buddhism, Hinduism, Islam, Judaism and Sikhism) whose applications are supported by an appropriate reference.

Community places

Archbishop Holgate's VA School is committed to serving its local community and working in partnership with the Local Authority and neighbouring schools. The criteria below are based closely on the Local Authority's admissions policy.

In accordance with law and recommended practice, Governors will give prior consideration to: students having statements of special educational need which, after discussion with the school, name Archbishop Holgate's; to both currently and previously 'looked after' children – places for looked after children will be allocated in the light of advice from the Local Authority Social Services team; and to students considered by the Governors to have other exceptional social or medical needs specific to Archbishop Holgate's School – parents applying under this criterion will already have consulted the school about its suitability for their child, and will provide written references from the Director of Social Services or a consultant medical practitioner.

If the number of applicants is greater than the number of places available, priority will then be given according to the following criteria:

Annex I – Archbishop Holgate’s CE Academy Admissions Policy 1516

- 1 to students having a sibling attending Archbishop Holgate's School at the beginning of the term in question.

(‘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.)

- 2 to 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 parent/guardian and child being ordinarily resident at an address in the area defined above. You may be asked for evidence of residence.)

- 3 to students with the closest safe walking route.

(‘The closest safe walking route’ is defined as the distance from 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.)

If there are more applicants within any given qualifying criterion up to and including criterion 2 than there are places remaining, the places for these applicants will be allocated to students with the closest safe walking route.

Late applications

Forms received from those moving into the area normally served by the school, as defined by the LA and set out in its Guide for Parents, and received by 31st December 2014, will be included in the initial allocation. Forms received from those moving into the area after that date will be given individual consideration. Other late forms will only be considered after all others.

Waiting list

Applicants who are unsuccessful in obtaining a place have the right to appeal, but will on written request be placed on a waiting list ranked according to the criteria used for admission to the school and set out in this policy. The waiting list will be maintained until 31st December of year of entry.

Applying for a place

For Community applications:

Application for a place at Archbishop Holgate’s School is through the **Common Application Form** of the child’s “home” Local Authority. As late application forms will only be considered by the school after all others, parents are particularly asked to ensure that the Common Application Form is returned **direct to the “home” Local Authority** by its deadline. For both the City of York and the East Riding the deadline is 31st October 2014. For other local authorities please check: please also write to let us know of your application.

For Foundation applications:

There are three forms to fill in. Applicants for a Foundation place must fill in the **Common Application Form** of the child’s “home Local Authority” as set out above. This is returned to the **“home” Local Authority**. Parents are also asked to complete a supplementary **School Application Form**, together with a completed **Reference Form** from your priest, minister or faith group leader, to assist the school in applying its oversubscription criteria. Please ensure these two supplementary forms are completed as accurately and fully as possible, and that they are returned **direct to the school**. The school will withdraw the offer of a school place if an application is found to be fraudulent. School application forms and reference forms are available direct from the school. They are also available from City of York Council School Services, West Offices, Station Rise, York, YO1 6GA. Please ensure that all information supplied is accurate. Early receipt will be

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welcomed. For admission into Year 7 in September 2015, school application forms must reach the school's Admissions Secretary by the last day of December 2014.

Policy approved November 2013

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MANOR

CHURCH OF ENGLAND ACADEMY, YORK

Manor Church of England Academy
Arrangements and policy for admission of students
September 2015

The admissions policy is in line with the Department for Education guidance of School Admissions.

1. Rationale

Manor CE Academy policy is to invite applications for admission from children of families who are practising Christians, or from parents/carers who wish their children to receive an education in accordance with the principles of the Christian faith.

2. Aim

The academy aims to serve our community by providing an education of the highest quality within the context of Christian belief and practice. 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.

3. Applications for children with a Statement of Special Needs or Looked After Children¹ will be dealt with separately by the governors, working in conjunction with the Local Authority (they will be given priority over all other categories).

4. Over-subscription Criteria

The number of places available for admission to Year 7 is 200. This will include Special Needs and Looked After Children. In the event of the number of applicants exceeding the number of places available, the following criteria will be taken into consideration by the governors. In accordance with the academy's aims to nurture the Christian faith, to welcome children of other faiths and to serve the local community, up to 110 of these places will be Foundation applications as laid out in Section 1 and will be allocated on faith grounds. The remainder will be allocated according to the criteria in Section 2.

Unsuccessful applicants for Foundation places will automatically be considered for the remaining community places. Unfilled Foundation places will be available to community applicants in Section 2.

If there are more applications than places available under any category, places will be allocated to those who live the furthest from their designated LA school, measured by the shortest, safe, walking distance. This information is provided by the Local Authority.

SECTION 1 (FOUNDATION PLACES)

Category 1 (Children from Christian denominations²)

¹ This criteria now applies to all students who are in the care of a local authority; students who have previously been in the care of a local authority, who immediately after being looked after became subject to an adoption, residence, or special guardianship order; or students who are provided with accommodation by a local authority (see section 22 of the Children Act 1989).

² Christian denomination is defined as a church belonging to or eligible to belong to Churches Together.

Annex J – Manor CE Academy Admissions Policy 1516

The minimum time for regular attendance by the parents or children at worship will be two years prior to the application (October 14). Parents and carers who have not met the minimum time requirement **will not** be considered for a Foundation place.

Places offered will be allocated to applicants in the following sub-categories:

1. An Applicant who is a **very regular worshipper**, by which is meant one who worships or is regularly involved in a weekday church activity including a significant element of worship at least once a week.
2. The worshipper could be the child for whom the application is made or one or both parents (not grandparents or other relatives unless they are the primary carer).
3. An Applicant who is a **regular worshipper**, by which is meant one who worships or is regularly involved in a weekday church activity including a significant element of worship at least twice a month. The worshipper could be the child for whom the application is made or one or both parents.

Please be aware that involvement in a uniformed organisation that is attached to a church would not meet the criteria unless there was a regular Christian act of worship.

All applicants for Foundation places will be required to submit a separate application form together with a reference from a minister of religion.

If more than 110 eligible applications are received, the available places will be allocated in the following order:

1. applicants who live in the **Priority Zone**³ (see below) and who are very regular worshippers
2. applicants who live in **other areas in the City of York** and who are very regular worshippers
3. applicants who live in other areas **outside the City of York** and who are very regular worshippers
4. applicants who live in the **Priority Zone**² (see below) and who are regular worshippers
5. applicants who live in **other areas of the City of York** and who are regular worshippers
6. applicants who live in other areas **outside the City of York** and who are regular worshippers

If fewer than 110 eligible applications are received, the unfilled Foundation places will be allocated under Section 2 (Community places).

Category 2 (Children of other major world faiths)

Up to 4 Foundation places will be given to children of active worshipping families of other major world faiths (Buddhism, Hinduism, Islam, Judaism and Sikhism) whose applications are supported by an appropriate reference. If fewer than 4 eligible applications are received, the

³ The Priority Zone is the area covered by the catchment areas of Rufforth Primary, Poppleton Ousebank Primary, St Mary's CE Primary, Copmanthorpe Primary and Carr Junior Primary.

Annex J – Manor CE Academy Admissions Policy 1516

unfilled Foundation places will be allocated under Category 1 (Foundation places; Children from Christian denominations).

SECTION 2 (COMMUNITY PLACES)

Manor CE Academy is committed to serving our local community and to working in partnership with the Local Authority and its neighbouring schools.

Category 3

Up to 4 places will be given to children of members of staff⁴. If fewer than 4 eligible applications are received, the unfilled places will be allocated under Category 4.

Category 4

When awarding a place, places will be allocated in the following order;

1. siblings who live in the **Priority Zone**² (see below)
2. other applicants who live in the **Priority Zone**²
3. siblings who live in **other areas in the City of York**
4. other applicants who live in **other areas in the City of York**
5. siblings who live **outside the City of York**
6. other applicants who live **outside the City of York**

The sibling⁵ must be attending Manor CE Academy at the date the new child would start at the academy (September 2015).

5. False Information and Proof of Residence

Where the Governing Body has made an offer of a place at the academy on the basis of a fraudulent or intentionally misleading application from a parent and carer, the offer of a place may be withdrawn. To help the governors fairly allocate places they may request proof of residence at the time of application. (eg. utility bill or telephone statement).

6. Waiting List

The Governors will operate a waiting list for those parents/carers who are not successful in being allocated a place. Applicants who are unsuccessful in obtaining a place have the right to appeal.

The waiting list will be ranked according to the over-subscription criteria used for admission to the academy. Parents and carers who are not successful will need to inform the academy in

⁴ A member of staff must be in receipt of a permanent contract and have been employed at the academy for two or more years prior to the date of application (31 October 2014). This includes both teaching and support staff.

⁵A sibling is defined as a brother/half/stepbrother or a sister/half/stepsister who is permanently resident at the same address. A home is defined as the parents'/carers' and child's primary place of residence.

Annex J – Manor CE Academy Admissions Policy 1516

writing of their wish for their child to join the list. The waiting list will close at the end of December in the year of entry.

7. Late Applications

Parent/Carers who move into the area and apply for a place at the academy before **31 December 2014**, will be included in the allocation. Those parents moving into the area and applying after 31 December 2014 will be added to the waiting list after the offer day.

All parents/carers already living in the area but applying for a Foundation place after **31 October 2014** will be added to the waiting list after the offer day.

8. Applying for a place

All applicants must complete the City of York Local Authority common application form which should be returned to the Local Authority by **31 October 2014**. This application will be deemed as making an application for a community place.

If applying for a Foundation Place, parents must also complete a Foundation Place Application Form and include a reference from their priest, minister or faith group leader. This form and references must reach the academy's admissions Clerk by **31 October 2014**.

Application forms are available from Manor CE Academy (www.manorceacademy.org) and the City of York School Services, PO BOX 404, York, YO1 6ZG, tel: 01904 551554.

This policy is reviewed annually by the Governing Body in consultation with the Diocesan Board of Education.

Please complete the application forms as accurately and fully as possible.

Heworth Church of England (Voluntary Aided) Primary School

Admissions Policy 2015-2016

The staff member responsible for this policy is Simon Biddlestone and the Governor responsible is Judith Mannion.

Applying for a place at school can be a daunting experience, especially if it is your first child. We hope the information below will help you with the application process for your child but *please do contact us if you need any help in applying*. This Admissions Policy addresses the key questions that most parents have when thinking about schools. **Words in bold and italics have a definition listed at the end of this policy.**

1. WHAT SORT OF SCHOOL IS HEWORTH PRIMARY?

Heworth Primary School is a Church of England Voluntary Aided School in the Diocese of York and is maintained by the City of York Local Authority. The school provides a distinctively Christian education for children aged 4 to 11 from all backgrounds.

The school's Purpose is *Helping Each Child to Flourish* and all of the school's work is underpinned by our five Values:

- Excellence in Learning
- Enriching Childhood
- Teaching with Passion
- Celebrating Christianity
- Showing We Care

2. HOW CAN I FIND OUT MORE ABOUT THE SCHOOL?

When thinking about whether Heworth is the right school for your child you should:

- Visit the school at least once by making an appointment with the Headteacher.
- Look at the school website at www.heworth.york.sch.uk.
- Read the School Brochure published by the Governors which can be downloaded from the website.
- Look at the most recent Ofsted report – this is also available on the website or from school or at www.ofsted.gov.uk.
- Look at the most recent SIAMS (Statutory Inspection of Anglican and Methodist Schools) report – this is also available on the website or from school or at [www.churchofengland.org/education/national-society/statutory-inspection-of-anglican-schools-\(sias-and-siams\)-reports.aspx](http://www.churchofengland.org/education/national-society/statutory-inspection-of-anglican-schools-(sias-and-siams)-reports.aspx)
- Talk to anybody you may know who already has children at the school.

3. HOW MANY CHILDREN WILL THE SCHOOL BE ADMITTING?

The admission number for 2015 – 2016 is a maximum of 20 children in the Reception cohort.

4. WHEN DO CHILDREN START SCHOOL?

Children start school in the September of the school year before they are 5. All children who have their 5th birthday between 1st September 2015 and 31st August 2016 can start school in September 2015.

5. DO CHILDREN START FULL TIME IMMEDIATELY?

All children can start full time from September if they are ready. However, they can start either part-time or later in the academic year; exactly when is determined by a child's date of birth.

6. CAN MY CHILD START SCHOOL AT A LATER DATE?

Yes, you have the right to postpone your child's entry to school until the term after he or she turns five – this is known as 'deferred entry'. The table below explains this:

Date of 4th birthday	Options
1 st September 2014 to 31 st December 2014	<ul style="list-style-type: none"> • full-time place from September 2015 • part-time place from September 2015 • start deferred until January 2016
1 st January 2015 to 31 st March 2015	<ul style="list-style-type: none"> • full-time place from September 2015 • part-time place from September 2015 or January 2016 • start deferred until January 2016 or April 2016
1 st April 2015 to 31 st August 2015	<ul style="list-style-type: none"> • full-time place from September 2015 • part-time place from September 2015 or January 2016 or April 2016 • start deferred until January 2016 or April 2016 or September 2016

If you would like to defer your child's entry so that they do not start in September 2015, you must still apply in the same way in order to secure a place. You will then need to discuss this with school once your child has been allocated a place.

7. HOW DO I APPLY FOR A PLACE FOR MY CHILD?

1. **Obtain an admissions form from the school or Local Authority. You can also apply online at www.york.gov.uk.**
2. **Complete the form and return it to the school or Local Authority by 15th Jan 2015.**

'The co-ordinated scheme for admissions' is a process that ensures that all parents resident in the City of York, and who have expressed a preference for a primary school before the closing date, will receive a single offer of a place on the same day. The Local Authority administers this policy on behalf of the Governing Body using the Governors' criteria and prioritised list.

Key dates are:

Annex K – Heworth CE Primary Admissions Policy 1516

12 th September 2014	Opening date for applications
15 th January 2015	Closing date for applications
16 th April 2015	Parents notified of the school at which their child is to be offered a place

8. CAN I REGISTER MY INTEREST IN ADVANCE OF THIS PROCESS?

You can fill in our School Registration of Interest Form at any time before this process starts. These forms are available on the website (www.heworth.york.sch.uk) or from school. If you register your interest we will automatically send you the Local Authority admission form and information once they are available. **Even if parents have completed a School Registration of Interest Form, a Local Authority application must be submitted.**

9. WHO DECIDES IF MY CHILD GETS A PLACE AT HEWORTH SCHOOL?

Decisions about admissions to the school are made by the school Governors, using the criteria detailed below, not the Local Authority or the Headteacher.

10. WHAT IF MY CHILD HAS A STATEMENT OF SPECIAL EDUCATIONAL NEEDS?

Applications received relating to children with Statements of Special Educational Needs will be dealt with in accordance with the Code of Practice on Special Educational Needs. Where a school is named in a child's Statement of Special Educational Needs, the Local Authority and the school have a duty to admit the child.

11. WHAT HAPPENS IF MORE CHILDREN WANT PLACES THAN THERE ARE AVAILABLE?

Where there are more applications for admissions than places, the Governing Body will apply the following criteria in strict order of priority.

1. Children looked after by the Local Authority. This not only includes any 'Looked After Children' but any child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order.
2. Children with special medical or social circumstances affecting the child where these needs can only be met at this school. Professional supporting evidence from a professional, e.g. a doctor, psychologist or social worker, is essential if admission is to be made under the criterion for special medical or social circumstances, and such evidence must set out the particular reasons why the school in question is the most suitable school and the difficulties which would be caused if the child had to attend another school.
3. Children who will have an older **sibling** already at the school at the time of admission.

Annex K – Heworth CE Primary Admissions Policy 1516

4. Children with a parent / guardian **regularly involved** in any of the local **Christian places of worship** within the ecclesiastical parish of Heworth Holy Trinity and St. Wulstan. (A map of the parish is available at school.)
5. Children whose **place of residence** is within the ecclesiastical parish of Heworth Holy Trinity and St. Wulstan. (A map of the parish is available at school.)
6. Children whose families are **regularly involved** in another **Christian place of worship** not within the ecclesiastical parish of Heworth Holy Trinity and St. Wulstan.
7. Children whose parent / guardian is an active member of **other recognised faith communities**.
8. Other children

A letter from the parish priest or worship leader will be required to support applications under criteria 4, 6 or 7.

It is extremely important that all relevant information regarding a child's application is included to enable the Governors to apply the above criteria.

If the admission number is reached mid-category, applications in that category will be prioritised on the distance from the child's ordinary place of residence to the main entrance of the school via the shortest safe walking route. Distances for this route are supplied to school by the Local Authority.

Where there are twins or children from a multiple birth wanting admission and there is only a single place left, the Governing Body will exercise as much flexibility as possible.

12. WHAT HAPPENS IF I MISS THE DEADLINE FOR APPLICATIONS?

The Governors will accept late applications up to the 19th March 2015 for parents who have good reason for submitting their form late, for example if the family have moved into the City of York area.

13. WHAT HAPPENS IF MY CHILD DOES NOT GET A PLACE AT HEWORTH?

- i. Names of children will automatically be placed on the waiting list for Heworth CE (Voluntary Aided) School, when the child has been refused admission.
- ii. A vacancy only arises in the Reception Year when the number of offers to the school falls below the admission number of 20.
- iii. The waiting list will be established on the offer day and kept until 31st August 2015.
- iv. The waiting list is determined according to the Governing Body's priority admission criteria.
- v. Following the offer day should an application be received for the school where the pupil has a higher priority, as determined by the admission criteria, they will be placed on the list above those with a lower priority.

14. WHAT HAPPENS IF I GIVE FALSE INFORMATION IN THE APPLICATION?

Annex K – Heworth CE Primary Admissions Policy 1516

- i. Where the Governing Body has made an offer of a place at the school on the basis of a fraudulent or intentionally misleading application, which has effectively denied a place to a child with a stronger claim, the offer of a place will be withdrawn.
- ii. Where a child starts attending the school on the basis of fraudulent and intentionally misleading information, the place may be withdrawn depending on the length of time that the child has been at the school.
- iii. Where a place or an offer has been withdrawn, the application will be reconsidered and a right of independent appeal offered if the place is refused.

15. WHAT HAPPENS IF I APPLY FOR A PLACE OUTSIDE OF THE NORMAL ADMISSION ROUND?

1. Reception Year

Where applications are received for admission to the school following the offer day they will be dealt with as follows:

Single admission to Reception year where the year group is below the admission number, the parent will be offered a place.

Single admission to Reception year where the year group is at or above the admission number and would be prejudicial to the provision of efficient education or the efficient use of resources, the parent will not be offered a place.

2. Years 1 to 6

Single admission to Year 1 to 6 where the year group is above the admission number:

Where the Governing Body determines that there would not be prejudice to the provision of efficient education or the efficient use of resources, the parent will be offered a place.

Where the Governing Body determines that there would be prejudice to the provision of efficient education or the efficient use of resources, the parent will be refused an offer of a place.

An example of prejudice is where the Governing Body has to comply with the limit on infant class size.

3. Sibling admissions

Where the respective year groups are below the admission number and the Governing Body determines that there would not be prejudice to the provision of efficient education or the efficient use of resources, the parents will be offered a place.

Where one or more of the respective year groups are above the admission number and the remainder are below, the Governing Body will consider family circumstances and, if they outweigh the prejudice, the parents will be offered places.

16. CAN I APPEAL IF I MY CHILD IS NOT OFFERED A PLACE?

- i. If a place is not offered at the School parents have the right of appeal to an Independent Appeal Panel formed in accordance with the legislation. Details of the appeals procedures will be sent to parents by the Local Authority.

Annex K – Heworth CE Primary Admissions Policy 1516

- ii. Parents who intend to make an appeal against the Governing Body’s decision to refuse admission must submit appeal forms within 20 school days of the date of the refusal letter. Appeal forms can be obtained from:

City of York Council,
School Services,
West Offices,
Station Rise,
York,
YO1 6GA.

Tel: 01904 551554

Normally, appeal hearings will be held within six weeks of the closing date for receiving the notice of appeal.

Definitions from above:

Sibling – to include step, half, foster, adopted brothers and sisters living at the same address and full brothers and sisters living apart.

Regularly involved – worshipping at least once a month for a period of at least one year prior to the application

Christian place of worship – Churches which are members of Churches Together in England and/or the Evangelical Alliance.

Place of residence - The child’s ordinary place of residence will be deemed to be a residential property at which the person or persons with parental responsibility for the child resides at the closing date for receiving applications for admission to the school.

Where parental responsibility is held by more than one person and those persons reside in separate properties, the child’s ordinary place of residence will be deemed to be that property at which the child resides for the greater part of the week, including weekends.

Other recognised faith communities – These are those faiths in membership of the UK Interfaith Network. This includes Buddhists, Baha’is, Hindus, Jains, Jews, Muslims, Sikhs and Zoroastrians. The parent / guardian must meet the normal religious obligations of the faith.

If parents / guardians have any questions at all, they should contact school on (01904) 551650 or heworth.primary@york.gov.uk.

It is extremely important that all relevant information regarding a child’s application is included with the application.

Admissions Policy for
Our Lady Queen of Martyrs
Roman Catholic VA Primary School
City of York Council Local Authority
September 2015 – August 2016



Middlesbrough Diocese

We recognise the unique presence of Christ in each individual.
We provide a secure and supportive environment where the gifts of all are nurtured,
enabling us to live a fully human life,
reaching out to the wider community in loving care and respect,
inspired by the wisdom of Christ's teaching.

We believe that everyone is created as a child of God. As a Christian community we
try to live like Jesus and invite the Holy Spirit to guide us to:
Be kind and help each other; use our special gifts to the very best of our ability;
celebrate God in everyone and everything.

This Admissions Policy has been formally adopted by the Governing Body of the above Roman Catholic Primary School in City of York Council Local Authority.

Our Lady Queen of Martyrs Roman Catholic VA Primary School was founded by the Catholic Church to provide education for children of Catholic families, primarily for the parishes of Our Lady's and English Martyrs' York. The school is conducted 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.

Annex L - Our Lady Queen of Martyrs RC Admissions Policy 1516

The Governing Body is the Admissions Authority and is responsible for determining the school's Admissions Policy. The planned admissions number for September 2015 is 60.

The partner parishes are: St Aelred's, Tang Hall, YO31 0PN; St George's, Peel Street, YO1 9PZ; St Joseph's, Clifton, YO30 6JX; St Margaret Clitherow's, Haxby, YO32 3YJ; St Paulinus', Huntington, YO31 9AX and St Wilfrid's, High Petergate, YO1 7EN.

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 Voluntary Aided Roman Catholic school should also complete the Supplementary Information Form. All forms must be returned by the closing date set by the Local Authority.

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

Children who have a statement of Special Educational Need which names our school will be admitted to the school.

Parents are asked to note that admission to the Nursery unit is no guarantee of entry into the main school.

Where there are insufficient places available to meet all parental preferences, priority will be given to applications in the following order.

1. Roman Catholic children who are in the care of a Local Authority.
2. Roman Catholic children who were previously in the care of a Local Authority.
3. Roman Catholic children with siblings at the school whose home address is within the parishes of Our Lady's and English Martyrs'.
4. Other Roman Catholic children whose home address is within the parishes of Our Lady's and English Martyrs'.
5. Roman Catholic children with siblings at the school resident in one of the partner parishes.
6. Other Roman Catholic children resident in one of the partner parishes.
7. Other children who are in the care of a Local Authority.

Annex L - Our Lady Queen of Martyrs RC Admissions Policy 1516

8. Other children who were previously in the care of a Local Authority.
9. Other Christian children with siblings at the school applying criteria 9, 10, 11 and 12.
10. Other children with siblings at the school.
11. Children who are baptised or dedicated members of other Christian Churches as recognised by Churches Together in England (see note 4) resident in the parishes of Our Lady's and English Martyrs'.
12. Children who are baptised or dedicated members of Christian Churches as recognised by Churches Together in England (see note 4) resident in one of the partner parishes.
13. Christians of other Faith traditions (not included in 8 and 9) resident in the parishes of Our Lady's and English Martyrs'.
14. Christians of other Faith traditions (not included in 8 and 9) resident in one of the partner parishes.
15. Any other children resident in the parishes of Our Lady's and English Martyrs'.
16. Any other children resident in one of the partner parishes

If applicants are seeking admission under criteria 8, 9, 10 and 11 above, they will be asked for a letter of support to confirm their church membership from their minister or faith leader, or suitable equivalent.

Where the offer of places to all the applicants in any of the categories listed above would lead to over subscription the following provisions will be applied:

Application Procedures and Timetable

Applications must be submitted by **15 January 2015** as set by the Local Authority for entry in September 2015 to Our Lady Queen of Martyrs Roman Catholic Primary School. Parents will be advised of the outcome of their applications from **16 April 2015**. Unsuccessful applicants will be given reasons related to the over-subscription criteria listed above and advised of their right of appeal to an independent appeal panel.

KEY DATES

12 September 2014 Opening date for applications
15 January 2015 Deadline for applications
16 April 2015 Parent/carers notified of allocations
15 May 2015 Appeal forms to be returned if appealing
June-July 2015 Admission appeals to be heard

Additional Notes (these notes form part of the over-subscription criteria)

1. Definition of a Roman Catholic

Children who have been baptised as Roman Catholics or have been formally received into the Roman Catholic Church. All applicants seeking admission under any of the criteria 1 to 9 will be asked to provide evidence that the child has been baptised as a Roman Catholic or has been received into the Roman Catholic Church. A baptismal certificate or a letter from their priest confirming their baptism or reception into the Roman Catholic Church will suffice.

2. Definition of Children in the Care of a Local Authority

A child who is looked after by a Local Authority in accordance with Section 22 of the Children's Act 1989(b) at the time application for admission to the school is made and children who were previously looked after but ceased to be so because they became adopted or became subject to a residence or special guardianship order or who are provided with accommodation by a local authority immediately following having been looked after.

3. Definition of Siblings

Sibling refers to a 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.

4. Churches Together in England (See www.churches-together.org.uk for further details on membership)

The Baptist Union
British Antiochian Orthodox Church
Cherubim and Seraphim Council of Churches
The Church of England
Church of God Prophecy
Church of Scotland (in England)
Congregational Federation
Coptic Orthodox
Council of African and Caribbean Churches
Council of Oriental Orthodox Churches
Ichthus Christian Fellowship
Independent Methodist Churches
Joint Council for Anglo-Caribbean Churches
Lutheran Council of Great Britain
The Methodist Church
United Reform Church
Wesleyan Holiness Church

5. Tie-breaker

Where the offer of places to all the applicants in any of the sub-categories listed above would still lead to over subscription, the places up to the admission number will be offered to those living nearest to the school. Distance will be measured from the home address to the entrance of the school using the LA's computerised measuring system.

6. Multiple Births

For multiple births where only one place remains, infant classes will be allowed to exceed the statutory limit where the thirty-first child is a twin or from multiple births. The "excepted" pupil will be allowed to remain for the time in Key Stage 1 or until the class numbers fall back to current class size limits.

7. 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. 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 Governors at the school address.

8. Home Address

It is the parental permanent address which will be used in applying the admissions criteria. This means that, when stating your choice of school, you must give the parental/guardian address at the time of application. The addresses of childminders or other family members who may share in the care of your child should not be quoted as the home address.

Where the school asks for proof of residence at any given address, we will always request proof of tenancy (if renting), or proof of completion (if purchasing). We may also request proof of council tax payment to prove residence at the stated address, and if applicable, proof of ownership/tenancy at a previous address.

For families in the armed forces, where a relocation is due to posting, we can accept a proof of posting as proof of residence in the area.

Where there is joint residence each case is considered on an individual basis. Please attach a covering note to your application if this is the case.

The school will ask the LA to check addresses against other records held by the City of York Council, in accordance with the authority's Data Protection Registration.

The school holds the parent/carer responsible to prove that they are ordinarily resident at the address. Additional information may be requested before places can be confirmed.

The school will withdraw the offer of a school place if an application is found to be fraudulent or intentionally misleading.

9. 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 2015. This Waiting List will be maintained in order of the above over-subscription criteria and not in the order in which applications are received or added to the list.

10.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 they must be returned 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 from 16 April 2015.

11.Parish Boundaries

For the purposes of this policy, parish boundaries are as shown on a map provided by the Diocese. Distance will be measured from the home address to the entrance of the school using the LA's computerised measuring system. The Local Authority is constantly reviewing the nearest available safe walking routes, working closely with the Road Safety Team.

12. Delayed Admissions

The school will consider delayed admissions in line with the Local Authority Policy for Delayed Admissions into Primary Schools – see Appendix 1.

Agreed by the Governing Body

Appendix 1



Policy for Delayed Admissions into Primary School

1. Children have a statutory right to be admitted full time to school at the start of the school term following their fifth birthday although in York most pupils commence school in the September.
2. Parents have a statutory obligation to ensure their child receives appropriate full time education from the start of the term following their fifth birthday.
3. The City of York Council will offer a place at a primary school at the start of the autumn term for those children who have reached the age of 4 on or before the 31 August.
4. Where a parent wishes to defer entry to the following September, that place will be for entry in year 1 and not in Reception. An application for entry must be made in accordance with the Local Authority's (LA's) co-ordinated in-year admissions policy. A place will not be held open in anticipation of that application.
5. Where a parent wishes to defer entry to the following September but enter in the reception class, out of a child's chronological cohort, a fresh application must be made under the LA's co-ordinated primary admissions policy for that year of entry. This is called delayed entry. Such a request must be supported in writing by an educational, medical or social care professional independent of the family, demonstrating a serious detriment to the child if he or she were not to be admitted into reception in the following September. For there to be a detriment to a child by being admitted into his or her chronological year group, the LA would expect very exceptional circumstances to be demonstrated.
6. The School Services Team will make the decision for schools where the Local Authority is the admissions authority. The School Services team will be guided by the views of the Headteacher and other education, medical and social professionals working for the LA. The outcome of this decision will be communicated to parents 20 working days after receipt of the request. Where delayed admission is agreed, an application will be required for the appropriate normal round of admissions. There will not be a right of appeal for children into a preferred year group where they have been offered a school place in another year group. The right of appeal exists where there has been a refusal to admit to a specific school.
7. The Headteacher of a school which is its own admissions authority will be the decision maker with regard to requests for delayed admissions.
8. The closing date for considering parental requests for delayed admissions will be the 15th January prior to the September when the child would normally be expected to start school.

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St Aelred's RC Primary School Admissions Policy

Admissions

The first Admission to school is usually made when a child is about 3 years and 3 months old and ready to start, part-time in our Foundation Stage when parents/guardians are asked to fill in our own Admission Form.

Admission for formal full time education takes place in the year that a child is 5 years old and parents/guardians are asked to fill in our Local Authority Common Admissions Form at that time.

If demand for places is high at either of these two times of admission the following oversubscription criteria are followed to allocate places. As we are a Catholic school first preferences are given to catholic children, though we accept any child if we have a place available.

Oversubscription Criteria

1. Catholic Children who are "Looked After Children" (Children in the care of the LA)
2. Catholic Children whose home address is within the parish boundaries of St Aelred's Parish
3. Catholic Children whose home address is outside of the parish boundaries of St Aelred's Parish, but who regularly worship in the Church of St Aelred's Parish.
4. Catholic Children whose home address is outside of the parish boundaries of St Aelred's Parish with a brother or sister already attending the school at the time of admission.
5. Catholic Children whose home address is outside of the parish boundaries of St Aelred's Parish who do not have a brother or sister already attending the school at the time of admission.
6. Non-Catholic Children who are "Looked After Children" (Children in the care of the LA).
7. Children of other Christian denominations who have a brother or sister already attending the school at the time of admission.
8. Children of other Faith traditions who have a brother or sister already attending the school at the time of admission.
9. Children of other Christian denominations who do not have a brother or sister at the school.
10. Children of other Faith traditions who do not have a brother or sister at the school.
11. Other children who have a brother or sister already attending the school at the time of admission.

12. Other children who do not have a brother or sister at the school.

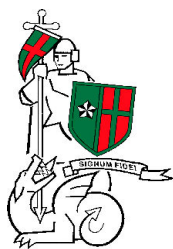
Our Admissions Policy is updated annually to take into account changing deadlines and dates each year and copies of our Admissions Policies for admission into part-time Foundation Stage (Nursery) and full-time school when your child is 5 years old are available from the school office along with the relevant Admission Application Form.

Waiting Lists

In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the over subscription criteria set out above and not in the order of which applications are received or added to the list.

Deferred Entry

A parent may secure a place at St. Aelred's under the normal admission arrangements but choose to postpone their child's admission to the school until the term after a child turns five. It is a legal requirement that all children must enter formal full time education in the term after their fifth birthday.



To Be the Best We Can Be Together

Draft St. George's Catholic VA Primary School
Admission Policy 2015-2016

St. George's Catholic VA Primary School was founded by the Catholic Church to provide education for children of Catholic families. The school is conducted 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.

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

The governing body has responsibility for admissions to this school and intends to admit 30 pupils to the Early Years – Reception Phase in the school year which begins in September 2015. Parents applying for the placement of their child(ren) at the school are expected to have empathy with and support fully the aims, beliefs and ethos of the school.

Over Subscription Criteria

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

1. Pupils currently looked after or previously looked after by a local authority – this applies to all pupils who are in the care of a local authority; pupils who have previously been in the care of a local authority, who immediately after being looked after became subject to an adoption, residence, or special guardianship order; or pupils who are provided with accommodation by a local authority (see section 22 of the Children Act 1989);
2. Catholics who are resident in the parish of St. George (York)
3. Catholics who are resident in other Catholic parishes of the York Pastoral Area for whom St. George's is the nearest Catholic school
4. Other Catholic children
5. Catechumens, children whose parents are catechumens, those who are candidates for reception into the church and members of an Eastern Christian Church

Annex N - St George's RC Primary Admissions Policy 1516

6. Christians of other denominations whose parents are in sympathy with the aims and ethos of the school and whose application is supported by a minister of religion
7. Children of other faiths whose parents are in sympathy with the aims and ethos of the school and whose application is supported by a religious leader
8. Any other applicants

Where the offer of places to all the applicants in any of the categories listed above would lead to over subscription the following provisions will be applied:

First Priority: The attendance of a sibling at the school at the time of enrolment. (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)

Second Priority: An application within a category where evidence is provided **at the time of application** of an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school.

Tie Break

Where the offer of places to all the applicants in any of the sub-categories listed above would still lead to over subscription, the places up to the admission number will be offered to those living nearest to the school.

('nearest to the school' will be decided by measurement of the nearest safe walking route from the home address to the school)

(Please also refer to notes a - f on page 3 of this policy)

Application Procedures and Timetable 2015-2016 (Co-ordinated Arrangements)

The LA Common Application Form must be completed and returned to the Head Teacher at the school or to the LA **by 15 January 2015**. Parents will be advised of the outcome of their applications by the LA **from 16 April 2015**. Unsuccessful applicants will be given reasons related to the over subscription criteria listed above and advised of their right of appeal to an independent appeal panel.

Applicants are requested to note that applications will be invalid unless ALL the forms described above have been completed and received at the correct address by the stated date.

City of York Common Admissions Policy

Pupils will start full time in the school year they turn five. All pupils will be offered the opportunity of a full time place from September 2015. Parent/carers will also be able to request a part-time place until the term after the child turns five.

Unless in a case of 'exceptional circumstance' St. George's RC School will fully support the City of York Co-ordinated Arrangements for Admissions. 'Exceptional circumstance' will be defined and agreed by the appropriate Admissions Committee acting as the school's Admissions Authority.

Deferred Entry

A parent may secure a place at St. George's under the normal admission arrangements but choose to postpone their child's admission to the school until the term after a child turns five. It is a legal requirement that all children must enter formal full time education in the term after their fifth birthday.

Pupils with a Statement of Special Educational Needs

The admission of pupils with a statement of Special Educational Needs is dealt with by a completely separate procedure. This procedure is integral to the making and maintaining of statements by the pupil's home Local Authority. Details of this separate procedure are set out in the Special Educational Needs Code of Practice.

Reviewed and Agreed at Full Governing Body meeting on

Notes: (these notes form part of the over subscription criteria on page 1)

- a) 'looked after child' has the same meaning as in section 22 of the Children Act 1989, and means any child in the care of a local authority or provided with accommodation by them (e.g. children with foster parents).
- b) 'Catholic' means a member of a Church in communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church.
- c) 'catechumen' means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.
- d) 'Eastern Christian Church' includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that church.
- e) To demonstrate an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the governing body will normally require written evidence from an appropriate professional, such as a social worker, doctor or priest.
- f) For the purposes of this policy, parish boundaries are as shown on the attached map. Distances will be measured from the main entrance of the school [in a straight line on a large scale map] [by the shortest safe walking distance using lit and made up public roads and paths].

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St. Lawrence's Church of England Primary School

Admission Policy 2015 - 2016

Introduction

St. Lawrence's Church of England Primary School is a Church of England Voluntary Aided Primary School in the Diocese of York and is maintained by the City of York Local Education Authority.

The school provides a distinctively Christian education for children aged 3 to 11, with priority being given to children who live and worship within the ecclesiastical parish of St. Lawrence's.

Historically, Anglican schools were parish schools providing education for the community in accordance with the principles of the Church of England. Thus the majority of York Diocesan Schools were established to provide education for the children of the parish within a Christian context. This two-fold aim of being 'distinctively Christian' and 'serving the local community' is reflected in the school's admission criteria.

St. Lawrence's is a Voluntary Aided school for which the Governing Body is the Admission Authority and responsible for admissions. It is guided in that responsibility by the requirements of law, the school trust deed, advice from the Diocesan Board of Education and its duty to the community and the common good.

The admission number for 2015 - 2016 is 30 children in the Reception Class.

PLEASE CONTACT US IF YOU NEED ANY HELP IN APPLYING FOR ADMISSION

Age of First Entry

Following their fourth birthday, children are admitted to the Reception class in September 2015.

Deferred Entry

Deferred entry means that parents may secure a place at St. Lawrence's under the normal admission arrangements but choose to postpone their child's admission to the school until the term after a child turns five. It is a legal requirement that all children must enter formal full time education in the term after their fifth birthday.

Parents can request that their child attends part-time until the child reaches compulsory school age.

Entry from Nursery

1. Arrangements for admission to Reception do not apply to those being admitted from nursery provision.
2. Parents/carers of nursery children **must** apply for a place at the school if they want their child to transfer to the Reception class;

Annex O - St Lawrence's CE Primary Admissions Policy 1516

3. Attendance at the nursery does not guarantee admission to the school

Co-ordinated Scheme for Admission Arrangements

The co-ordinated scheme for admissions is a mechanism that ensures that all parents/carers resident in the City of York, and who have expressed a preference for a primary school before the closing date, will receive a single offer of a place on the same day. The Local Authority administers this policy on behalf of the Governing Body using the Governors' criteria and prioritised list.

The closing date for applications in 2015 - 2016 is 15 January 2015.

Parents/carers will be notified about offers from 16 April 2015.

Definitions

Regular and frequent attendance or active members - at least once a month for a period of at least one year prior to the application. A letter from the parish priest or worship leader will be required to support applications using the regular and frequent attendance criteria.

Sibling - includes step, half, foster, adopted brothers and sisters living at the same address and full brothers and sisters living apart.

Christian place of worship - Church listed in 'Churches together in England'.(List available in school)

Other world faiths - Judaism, Hinduism, Sikhism, Islam, Buddhism.

Children currently or previously in Public Care - this applies to all pupils who are in the care of a local authority; pupils who have previously been in the care of a local authority, who immediately after being looked after became subject to an adoption, residence, or special guardianship order; or pupils who are provided with accommodation by a local authority (see section 22 of the Children Act 1989);

Place of residence

The child's ordinary place of residence will be deemed to be a residential property at which the person or persons with parental responsibility for the child resides at the closing date for receiving applications for admission to the school.

Where parental responsibility is held by more than one person and those persons reside in separate properties, the child's ordinary place of residence will be deemed to be that property at which the child resides for the greater part of the week, including weekends.

Criteria for Admission

Where there are more applications for admissions than places the Governing Body will apply the following criteria below in strict order of priority.

Annex O - St Lawrence's CE Primary Admissions Policy 1516

If the admission number is reached mid-category, applications in that category will be prioritised on the distance of the child's ordinary place of residence to the main entrance to the school by the most direct route.

The ecclesiastical parish of St Lawrence's is here referred to as 'the parish'. A map showing the parish boundary referred to is available in the school

1. Children currently or previously in Public Care.
2. Pupils considered to have exceptional social or medical needs which relate to the preferred school. We may consult with other medical/educational professionals for a further opinion as to whether a pupil should be allocated a place due to a particular medical condition or social need.
3. Children living within the parish who have an elder brother or sister in School at the time of admission.
4. Children living within the parish whose parents/carers regularly and frequently attend St Lawrence's Church.
5. Children living within the parish whose parents/carers regularly and frequently attend another place of Christian worship.
6. Children living within the parish whose parents/carers are active members of other world faiths and wish their child to attend this Church of England School.
7. Other children living within the parish.
8. Children living outside the parish who have an elder brother or sister in School at the time of admission.
9. Children living outside the parish whose parents/carers regularly and frequently attend St Lawrence's Church.
10. Children living outside the parish whose parents/carers regularly and frequently attend the Church of England.
11. Children living outside the parish whose parents/carers regularly and frequently attend another place of Christian worship.
12. Children living outside the parish whose parents/carers are active members of other World Faiths and wish their child to attend this Church of England School.
13. Other children allocated on distance by measurement of the nearest safe walking route.

Late applications

Annex O - St Lawrence's CE Primary Admissions Policy 1516

The Governors will accept late applications up to the 31st March 2015 for parents/carers who have good reason for submitting their form late, for example if the family have moved into the City of York area.

Waiting list

1. Names of children will automatically be placed on the waiting list for St. Lawrence's, when the child has been refused admission.
2. A vacancy only arises in the Reception Year when the number of applications to the school falls below the admission number of 30.
3. The waiting list will be established on the offer day.
4. The waiting list is determined according to the Governing Body's priority admission criteria.
5. Following the offer day should an application be received for the school where the pupil has a higher priority, as determined by the admission criteria, they will be placed on the list above those with a lower priority.

False information

1. Where the Governing Body has made an offer of a place at the school on the basis of a fraudulent or intentionally misleading application, which has effectively denied a place to a child with a stronger claim, the offer of a place will be withdrawn.
2. Where a child starts attending the school on the basis of fraudulent and intentionally misleading information the place may be withdrawn depending on the length of time that the child has been at the school.
3. Where a place or an offer has been withdrawn, the application will be reconsidered and a right of independent appeal offered if the place is refused.

Applications outside the normal admission round

1. Reception Year

Where applications are received for admission to the school following the offer day they will be dealt with as follows:

- a) Single admission to Reception Year where the year group is below the admission number. The parent/carer will be offered a place.
- b) Single admission to Reception Year where the year group is at or above the admission number and would be prejudicial to the provision of efficient education or the efficient use of resources. The parent/carer will not be offered a place.

2. Years 1 to 6

Single admission to Year 1 to 6 where the year group is above the admission number.

Annex O - St Lawrence's CE Primary Admissions Policy 1516

a) Where the Governing Body determines that there would not be prejudice to the provision of efficient education or the efficient use of resources. The parent/carer will be offered a place.

b) Where the Governing Body determines that there would be prejudice to the provision of efficient education or the efficient use of resources, the parent/carer will be refused an offer of a place.

An example of prejudice is where the Governing Body has to comply with the limit on infant class size.

3. Sibling admissions

a) Where the respective year groups are below the admission number and the Governing Body determines that there would not be prejudice to the provision of efficient education or the efficient use of resources, the parents/carers will be offered a place.

b) Where one or more of the respective year groups are above the admission number and the remainder are below the Governing Body will consider family circumstances and if they outweigh the prejudice the parents/carers will be offered places.

Appeals against the Governing Body's decision to refuse admission

1. If a place is not offered at the School parents have the right of appeal to an Independent Appeal Panel formed in accordance with the legislation. Details of the appeals procedures will be sent to parents by the Local Authority.
2. Parents who intend to make an appeal against the Governing Body's decision to refuse admission must submit a notice of appeal within 14 days of receiving the refusal letter to:
City of York Council,
School Services
West Offices
Station Rise
York
YO1 6GA
Tel: 01904 551554

Normally, appeal hearings will be held within six weeks of the closing date for receiving the notice of appeal.

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St Wilfrid's School – Admission Policy

St. Wilfrid's Catholic VA Primary school was founded by the Catholic Church to provide education for children of Catholic families. The school is conducted 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.

Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the over subscription criteria listed below. It is desirable that all applicants declare their positive support for the aims and ethos of the school.

Over Subscription Criteria

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

1. 'Looked after and previously looked after' children from Catholic families.
2. Catholic children who are resident in the parishes of St. Joseph, St. Margaret Clitherow, St. Paulinus and St. Wilfrid.
3. Catholic children who are resident in other Catholic parishes of the York Pastoral Area for whom St. Wilfrid's is the nearest Catholic school. (Parish Boundaries available from the office)
4. Other Catholic children.
5. Other looked after and previously looked after children.
6. Catechumens, children whose parents are catechumens, those who are candidates for reception into the church and members of an Eastern Christian Church.
7. Christians of other denominations whose parents are in sympathy with the aims and ethos of the school and whose application is supported by a minister of religion or authenticated by a Certificate of Baptism
8. Children of other faiths whose parents are in sympathy with the aims and ethos of the school and whose application is supported by a religious leader.
9. Any other applicants.

Additional Provisions:

Where the offer of places to all the applicants in any of the categories listed above would lead to over subscription the following provisions will be applied:

The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category.

The governing body may increase the priority of an application within a category where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child, which can be most appropriately met at this school.

Tie Break

Where the offer of places to all the applicants in any of the sub-categories listed above would still lead to over subscription, the places up to the admission number will be offered to those living nearest to the school.

(Please also refer to notes a - f on page 2 of this policy)

Application Procedures and Timetable

Applications must be submitted by February of each year to the Head Teacher at the school. An LA Common Application Form must also be completed and returned to the Head Teacher or direct to the LA by the application deadline of 15 January in the year of admission. Parents will be advised of the outcome of their applications by the LA. Unsuccessful applicants will be given reasons related to the over subscription criteria listed above and advised of their right of appeal to an independent appeal panel. Applicants are requested to note that applications will be invalid unless ALL the forms described above have been completed and received at the correct address by the stated date. Children allocated places are eligible for full time education from September in the year of admission, however parents can request a part time place.

Deferred Entry

A parent may secure a place at St. Wilfrid's under the normal admission arrangements but choose to postpone their child's admission to the school until the term after a child turns five. It is a legal requirement that all children must enter formal full time education in the term after their fifth birthday.

Waiting Lists

In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the over subscription criteria set out above and not in the order of which applications are received or added to the list. Names are normally removed from the list after six months.

Pupils with a Statement of Special Educational Needs

The admission of pupils with a statement of Special Educational Needs is dealt with by a completely separate procedure. This procedure is integral to the making and maintaining of statements by the pupil's home Local Authority. Details of this separate procedure are set out in the Special Educational Needs Code of Practice.

Notes

- a) 'looked after and previously looked after child' has the same meaning as in section 22 of the Children Act 1989, and means any child in the care of a local authority; pupils who have previously been in the care of a local authority, who immediately after being looked after became subject to an adoption, residence, or special guardianship order; or pupils who are provided with accommodation by a local authority (e.g. children with foster parents).
- b) 'Catholic' means a member of a Church in communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church.

Annex P - St Wilfrid's RC Primary Admissions Policy 1516

- c) 'catechumen' means a person preparing for entry into the catechumenate (Catholic Church). This will normally be evidenced by a certificate of reception into the order of catechumens.
- d) 'Eastern Christian Church' includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that church.
- e) To demonstrate an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the governing body will normally require written evidence from an appropriate professional, such as a social worker, doctor or priest.
- f) For the purposes of this policy, parish boundaries are as shown on the attached map. Distances will be measured from the main entrance of the school [in a straight line on a large scale map].

Policy agreed:

Policy reviewed :

Signed:

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**Wheldrake with Thorganby C.E.
(Aided) School**

North Lane, Wheldrake, York YO19 6BB

Telephone: 01904 448564

Email: wheldrake.school@york.gov.uk

www.yorkla.org/wheldrakewiththorganby

Headteacher: Ms Alison Shaw BA(QTS),MA, NPQH

Chair of Governors: Mr. John Williams



ADMISSIONS POLICY 2015/2016

Wheldrake with Thorganby Primary School is a Voluntary Aided Church of England School serving the whole community in which it is set. It is committed to giving its pupils the best possible educational opportunities in a caring Christian environment within the tradition of the Anglican Church. The school welcomes children from families of all faiths or of none, that recognise and support the Christian ethos of the school.

As an Aided Church of England School the governors of the school are the admissions authority and have responsibility for admissions. Our admissions arrangements are as follows:

OPTION 1 - Full time

- Children born between 1st September 2010 and 31st August 2011 may start full-time school in September 2015

OPTION 2 - Part time

- Parents may opt for a part time place from September (mornings only, from 0855 - 1200). Children can then take up their full time place at the beginning of the Spring term (January).

We particularly recommend option 2 for the younger children, whose 5th birthday falls between January and August.

OPTION 3 - Deferred entry

- Deferred entry means that parents may apply for a place at the school under the normal admission arrangements but choose to postpone their child's admission until the term after they are five. Parents wishing to defer entry should make an application for a place **at the usual time** indicating on the preference form that they would like to defer entry to school. Places will be allocated using the normal criteria and where parents have opted for a deferred entry and have been offered a place it will be kept open for that child to start full time school in the term following their fifth birthday.

It is a legal requirement that all children must enter formal fulltime education at the beginning of the term following their fifth birthday. Parents can request that their child attends part - time until they reach compulsory school age.

Please contact the headteacher at the school if you would like to discuss the best option for your child and for any further information.

HOW TO APPLY FOR A PLACE - FIRST ADMISSIONS (RECEPTION CLASS)

1. **Parents who live within the City of York boundary** (including Wheldrake) should complete the City of York Common Application Form. You can apply online at www.york.gov.uk/schooladmissions or request a paper copy from school, or the nursery or playgroup that your child attends, or from School Services on 01904 551554.

2. **Parents who live outside the York boundary** (including Thorganby) should complete the Common Admissions Form for the local authority in which they live. Parents who live in North Yorkshire can apply online at www.northyorks.gov.uk or request a paper copy from the Admissions Team on 0845 0349420.

Both York and North Yorkshire will send you an email to let you know that they have received and are processing your online application. If you apply by post please get a proof of posting certificate from the Post Office and keep a record of the number.

HOME ADDRESS

Parent / carers must use only one address when applying for a place. This must be the address at which the parent/carer and child are normally resident. Where there is joint residence each case is considered on an individual basis but the child's ordinary place of residence will be deemed to be that property at which the child resides for the greater part of the week, including weekends. Parents / carers may be required to provide proof of residence in support of an application, and the relevant Local Authority (York or North Yorkshire) may check addresses against other records held by them, in accordance with their Data Protection Registration.

CHILDREN OF UK SERVICE PERSONNEL (UK ARMED FORCES) For families of service personnel with a confirmed posting to the area, or crown servants returning from overseas to live in that area, we will allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date. We will accept a Unit postal address or quartering area address when considering the application against our admissions criteria.

Key Dates:

September 2014	parents can start to apply online
15th January 2015	DEADLINE FOR APPLICATIONS (Common Application Form)
16th April 2015	parents/ carers informed of primary school place
June / July 2015	primary school admissions appeals heard

Once your child has been allocated a place we will contact you and ask you to complete a school admissions form, indicating which option (part time / full time) you would like.

HOW DO WE ALLOCATE PLACES?

The School's admission number is 30.

The Governors of the School are responsible for admissions and will use the following criteria, in the order listed, to allocate places:

1. Children who are currently looked after, or previously looked after, by a local authority (see section 22 of The Children's Act 1989 and Local Authority admissions guidance).
2. Children considered to have exceptional social needs or medical conditions which relate to the preferred school. The governors may request supporting evidence from medical or educational professionals indicating why a pupil should be allocated a place at this school.
3. Children who live within the catchment area normally served by the school – a map of the catchment area is available in school or from the School Admissions Team at the Local Authority.
4. Children who have a brother or sister (including half-and step-siblings living in the same house as their primary place of residence) already registered at the school on the proposed date of admission.
5. Children who live closest to the school using the shortest safe walking route. The Local Authority (LA) will advise on the safest route. Distance is measured from the home address to the main entrance of the school using the LA's GIS mapping system.

The governors will seek to admit all children who live within the catchment area of Wheldrake and Thorganby, at least until the capacity of the school is met (210), and within the limitations of current Infant Class Size legislation.

TIE BREAK

Where the offer of places to all the applicants in any of the sub-categories listed above would still lead to over subscription, then places will be offered to those meeting the criteria in the next category. For example if more places than are available are required by children within the catchment area (category 3) then priority will be given to those with siblings (category 4). If this is still above the admissions number then priority will be determined by distance from the school (category 5).

INFANT CLASS SIZES

Current legislation prevents class sizes for children in Reception and Key Stage 1 (Year 1 and Year 2) from exceeding 30 pupils. Therefore we cannot offer a place if this brings the total number of pupils in one class to more than 30. However children whose twin, or sibling from a multiple birth, is allocated the last available place according to the above criteria will also be offered a place as an "excepted" pupil. Under these circumstances the class size may exceed the 30 limit.

PUPILS WITH STATEMENTS OF SPECIAL EDUCATIONAL NEEDS

Where children have a statement, parents/carers can express a preference for a place at either a mainstream or special school. A place will be allocated as part of the statutory assessment or annual review process and the school will be named on the statement. Please note that there is a separate admission and appeals process for statemented

children. Further details are available from the Special Educational Needs department of the local authority where the child is resident.

LATE APPLICATIONS

Applications received after the closing date and before the 31st March will be considered if parents can demonstrate a good reason for submitting the application late, for example if a family have moved into the area. The admissions committee will consider each application on its merits and make a recommendation as to whether it be considered alongside or after the other applications that were received by the common deadline date.

WAITING LIST

Where the number of applicants exceeds the number of places, we will contact parents to ask whether they wish their child's name to be put on a waiting list, should a place become available. A pupil's position on the list will be determined by the same criteria as for the normal admissions round. Names will be kept on the waiting list for two terms following the date when places are allocated ie until 31st December 2015.

APPEALS

Parents who are not given a place for their child have a right of appeal to an independent panel. The school uses the Local Authority's process for conducting appeals. Details of the appeals procedure will be sent to parents by the local authority. Further information on the appeals process is available on the LA website www.york.gov.uk or from:

School Services
West Offices
Station Rise
York
YO1 6GA
Tel 01904 551554

APPLICATIONS OUTSIDE THE NORMAL ADMISSION ROUND

Where applications are received following the offer day they will be dealt with as follows:

1. RECEPTION YEAR

- a) Where the Reception year group is below the admission number (30) the child will be offered a place.
- b) Where the year group is at or above the admission number (30) the child will not be offered a place.

2. YEARS 1 and 2

- a) Where the governing body determines that there would not be prejudice to the efficient education or the efficient use of resources the parent will be offered a place.
- b) Where the class is at or above the infant class size maximum (30), and/or the governing body determines that there would be prejudice to the efficient education or the efficient use of resources, the parent will not be offered a place.

3. YEARS 3 TO 6

- a) Where the governing body determines that there would not be prejudice to the efficient education or the efficient use of resources the parent will be offered a place.

Decisions relating to admissions outside the normal admissions round will be taken by the Admissions Committee of the governing body.

FALSE INFORMATION

The governors are committed to ensuring that the allocation of places is open and fair to all families. Therefore where a place has been offered on the basis of fraudulent or intentionally misleading information the offer of the place **will** be withdrawn.

If a child has started attending school on the basis of fraudulent or intentionally misleading information the place **may** be withdrawn. Governors will take into consideration factors such as the length of time that the child has been attending the school.

If a place or an offer has been withdrawn, the application for a place will be reconsidered based on accurate information and a right of appeal offered if it is turned down.

HELP AND SUPPORT

The school and the Local Authority will advertise the admissions process each year with posters, through early years settings and on their websites, however it is the responsibility of parents to complete the application process at the correct time. If you require any help with this please contact the school on 01904 448564.

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Archbishop Holgate's Sixth Form

A Church of England Academy

***Admissions Policy for Year 12
September 2015***



Archbishop Holgate's School

A Church of England Academy

Archbishop Holgate's Church of England Academy Admissions Policy for Year 12 in September 2015

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 post-16 at the school. Any queries regarding Sixth Form admissions should be directed to the Sixth Form.

Admission post-16

Admission post-16 will be from

- (a) students in Year 11 at Archbishop Holgate's School; and
- (b) students from outside Archbishop Holgate's School.

The admissions number for students entering post-16 from other schools will be up to 40 each year.

Students on roll at Archbishop Holgate's School are required to apply for a Sixth Form place as are students from other schools.

The entry requirements for admission post-16 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.

Annex R - Archbishop Holgate's CE Academy Year 12 admissions policy 1516

Foundation places

The threshold for consideration for a Foundation place will be one years' attendance at worship by an active worshipping family normally parents/carer/applicant prior to the application (December 2014).

- 1 an applicant "at the heart of the church" (a member of an active worshipping family normally parents/carers or may be a close family member) – a regular worshipper, by which is meant one who worships at a Christian church normally twice a month. Within this category, the worshipper may be one or both parents/carers, or, provided the minimum threshold for consideration for a Foundation place is met, the student for whom the application is made.
- 2 an applicant "attached to the church" – a regular but not frequent worshipper, by which is meant a parent, carer or applicant who usually attends a monthly service or is regularly involved in a weekday church activity including an element of worship.
- 3 an applicant "known to the church" – not a regular but an occasional worshipper, by which is meant a parent, carer or applicant who attends at least six times per year. This may be through uniformed or other church organisations.

Minimum entry requirements

All those seeking admission to the Sixth Form must achieve the necessary grades for access onto the courses they have chosen.

Oversubscription criteria

Archbishop Holgate's Church of England Academy is committed to serving its local community and working in partnership with the Local Authority and neighbouring schools. The criteria below are based closely on the Local Authority's admissions policy. 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 admissions criteria.

In accordance with law and recommended practice, Governors will give prior consideration to: students having statements of special educational need which, after discussion with the school, name Archbishop Holgate's; to both currently and previously 'looked after' students – places for looked after students will be allocated in the light of advice from the Local Authority Social Services team; and to students considered by the Governors to have other exceptional social or medical needs specific to Archbishop Holgate's Church of England Academy – those applying under this criterion will already have consulted the school about its suitability, and will provide written references from the Director of Social Services or a consultant medical practitioner.

Priority will then be given as follows:

- 1 to students in Year 11 at Archbishop Holgate's Church of England Academy.
- 2 to students applying for a Foundation place.
- 3 to 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.)

Annex R - Archbishop Holgate's CE Academy Year 12 admissions policy 1516

- 4 to students having a sibling attending Archbishop Holgate's Church of England Academy at the beginning of the term in question.

(‘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 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.)

If there are more applicants within any given qualifying criterion up to and including criterion 4 than there are places remaining, the places for these applicants will be allocated to students with the closest safe walking route.

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.

Appeals

Any student refused the offer of a place at the Sixth Form has the right of appeal to an independent appeals panel.

Late applications

Late applications will be considered up to the end of the second full week of the Autumn Term.

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 post-16 to a student with a stronger claim, the offer of a place will be withdrawn.

Timetable for admissions

1	Student completes application	December 2014
2	School accepts application and this is communicated to parents	December 2014
3	Application processed and invitation to interview	January 2015
4	GCSE results published	August 2015
5	Admission confirmed or refused	August 2015
6	Independent appeals	September 2015

Students can apply up to the start of the courses but it is helpful to receive early applications as above.

Address for correspondence

Post-16 Administrator
Archbishop Holgate’s Sixth Form
Archbishop Holgate's Church of England Academy

Annex R - Archbishop Holgate's CE Academy Year 12 admissions policy 1516

Hull Road
York YO10 5ZA

Telephone: 01904 411341
Email: sixthform@archbishopholgates.org

Policy approved November 2013

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Fulford School

Admissions Policy – Year 12 entry
2015-2016

Draft – currently under consultation

Introduction

- 1 The City of York Council is the Admissions Authority for Fulford 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 305.

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 will admit 35 external applicant students into Year 12 each year.
- 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 in the care of a local authority; students who have previously been in the care of a local authority, and who immediately after being looked after became subject to an adoption, residence, or special guardianship order; or students who are provided with accommodation by a local authority (see section 22 of the Children Act 1989);
 2. 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 to School Catchment Areas, online at www.york.gov.uk, and upon request from the School Services team;

3. Students considered by Fulford School to have exceptional social or medical needs which relate to Fulford School; Fulford School may consult with other medical or educational professionals for a further opinion as to whether the student should be allocated a place at Fulford School due to a particular medical condition or social need;
 4. Students with siblings 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- and step-brothers or sisters);
 5. 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 entrance of the school.
- 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 if the student's chosen course is not full.

D Appeals

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.

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 2015, where places are still available.

G Timetable for admission

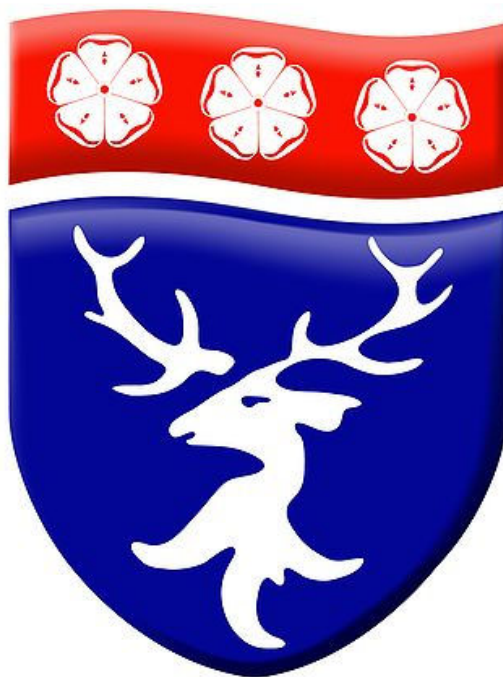
December 2014 – February 2015	Students complete application
February 2015 – April 2015	Application processed
April 2015	Decision on application (subject to results) communicated to students
August 2015	Year 11 results published
August 2015	Admission confirmed or refused
September 2015	Independent Appeals

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
01904 633300

City of York Council School Services
West Offices,
Station Rise,
York YO1 6GA
01904 551554



Huntington School

Admissions Policy – Year 12 entry
2015-2016

Draft – currently under consultation

Introduction

- 1 The City of York Council is the Admissions 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 in the care of a local authority; students who have previously been in the care of a local authority, and who immediately after being looked after became subject to an adoption, residence, or special guardianship order; or students who are provided with accommodation by a local authority (see section 22 of the Children Act 1989);
 2. 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 to School Catchment Areas, online at www.york.gov.uk, and upon request from the School Services team;

3. Students considered by Huntington School to have exceptional social or medical needs which relate to Huntington School; Huntington School may consult with other medical or educational professionals for a further opinion as to whether the student should be allocated a place at Huntington School due to a particular medical condition or social need;
 4. Students with siblings 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- and step-brothers or sisters);
 5. 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 entrance of the school.
- 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 if the student's chosen course is not full.

D Appeals

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.

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 second full week of the Autumn Term 2015.

G Timetable for admission

December 2014	Students complete application
December 2014	School accepts application and informs parent application has been received
February 2015	Application processed
August 2015	Year 11 results published
August 2015	Admission confirmed or refused
September 2015	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

City of York Council School Services
West Offices,
Station Rise,
York YO1 6GA
01904 551554



Introduction

- 1 The City of York Council is the Admissions 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 60 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 in the care of a local authority; students who have previously been in the care of a local authority, and who immediately after being looked after became subject to an adoption, residence, or special guardianship order; or students who are provided with accommodation by a local authority (see section 22 of the Children Act 1989);
 2. 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 to School Catchment Areas, online at www.york.gov.uk, and upon request from the School Services team;

3. Students considered by The Joseph Rowntree School to have exceptional social or medical needs which relate to The Joseph Rowntree School; 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;
 4. Students with siblings 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- and step-brothers or sisters);
 5. 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 entrance of the school.
- 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 if the student's chosen course is not full.

D Appeals

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.

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 2015, where spaces are still available.

G Timetable for admission

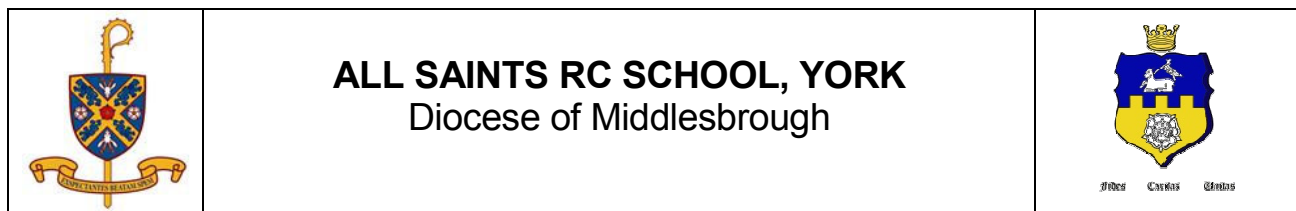
December 2014	Students complete application
January 2015	School accepts application, subject to Year 11 results and this is communicated to both students and parents.
January 2015 – March 2015	Application processed
August 2015	Year 11 results published
August 2015	Admission confirmed or refused
September 2015	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

The Joseph Rowntree School
Haxby Road,
New Earswick,
York YO32 4BZ
01904 552100

City of York Council School Services
West Offices,
Station Rise,
York YO1 6GA
01904 551554



ADMISSIONS POLICY
SIXTH FORM (September 2015)

1. Introduction

1. The Governing Body is the Admissions Authority for All Saints School and is therefore responsible for the admission of students into the sixth form at the school. Any queries regarding sixth form admissions should be directed to the school.
2. The capacity for the sixth form is 400. This is a combined figure for Years 12 and 13.

2. Admission to the Sixth Form

1. Admission to the Sixth Form will be from:
 - a) students in Year 11 at All Saints RC School and
 - 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.

3. 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 in the prospectus or on the website). 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 they abide by the firm recommendation that no more than two new subjects are studied.

4. Oversubscription criteria

Where the number of eligible applicants exceeds the places available then admission will be determined in accordance with the following priority of admission criteria:

Annex V – All Saints RC VA Secondary Year 12 Admissions Policy 1516

1. 'Looked after' and 'previously looked after' children from Catholic families.
2. Baptised Roman Catholic children attending a Catholic primary school.
3. Other baptised Roman Catholics. 'Eligible employed parents.
4. Other 'looked after' or 'previously looked after' children.
5. Catechumens and members of an Eastern Catholic Church.
6. Children with a brother, sister or parents at the school at the time of proposed enrolment.
7. Children attending a Catholic Primary school.
8. Christians of other denominations whose application is supported by a letter from a minister of religion or other religious leader and the parents.
9. All other applicants.

Where the offer of places to all applicants in any of the categories listed above, would lead to over subscription within a category, then the following criteria will be used in the order given:

1. The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an applicant within each category.
2. Where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child, which can most appropriately be met at this school, this may at the discretion of the governors increase the priority of an application within a category.
3. Where the offer of places to all applicants in any of the sub-categories listed above would still lead to over subscription, the places up to the admission number will be offered to those living nearest to the school. Distances will be measured using the LA's GIS system from the home front door via the shortest, safest walking route to the school,

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. Appeals

Any student refused the offer of a place in the sixth form has the right of appeal to an independent appeals panel.

6. False Information

Where the School has made the offer of a place in the sixth form on the basis of 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.

7. Late Applications

Late applications will be considered up to the end of the second full week of the Autumn Term but offers or conditional offers may be subject to the size or projected size of

Annex V – All Saints RC VA Secondary Year 12 Admissions Policy 1516

classes. Option blocks are fixed shortly after the application deadline has passed. Late applicants therefore a) Choose from fixed option blocks and b) Cannot access classes that are full.

8. Timetable for Admission

- | | |
|---|----------------|
| 1. Students complete application | January 2015 |
| 2. Applications processed | February 2015 |
| 3. Option blocks are fixed based on applications.
School makes conditional offer and this
is communicated to applicants by letter | March 2015 |
| 4. GCSE results published | August 2015 |
| 5. Admission confirmed or refused | August 2015 |
| 6. Independent appeals | September 2015 |

NB: Students can apply up to the start of the courses but it is helpful to receive early applications as above.

Address for correspondence:

Mr W Scriven
Headteacher
All Saints RC School
Mill Mount
York
YO24 1BJ

9. Monitoring, Evaluation And Review

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

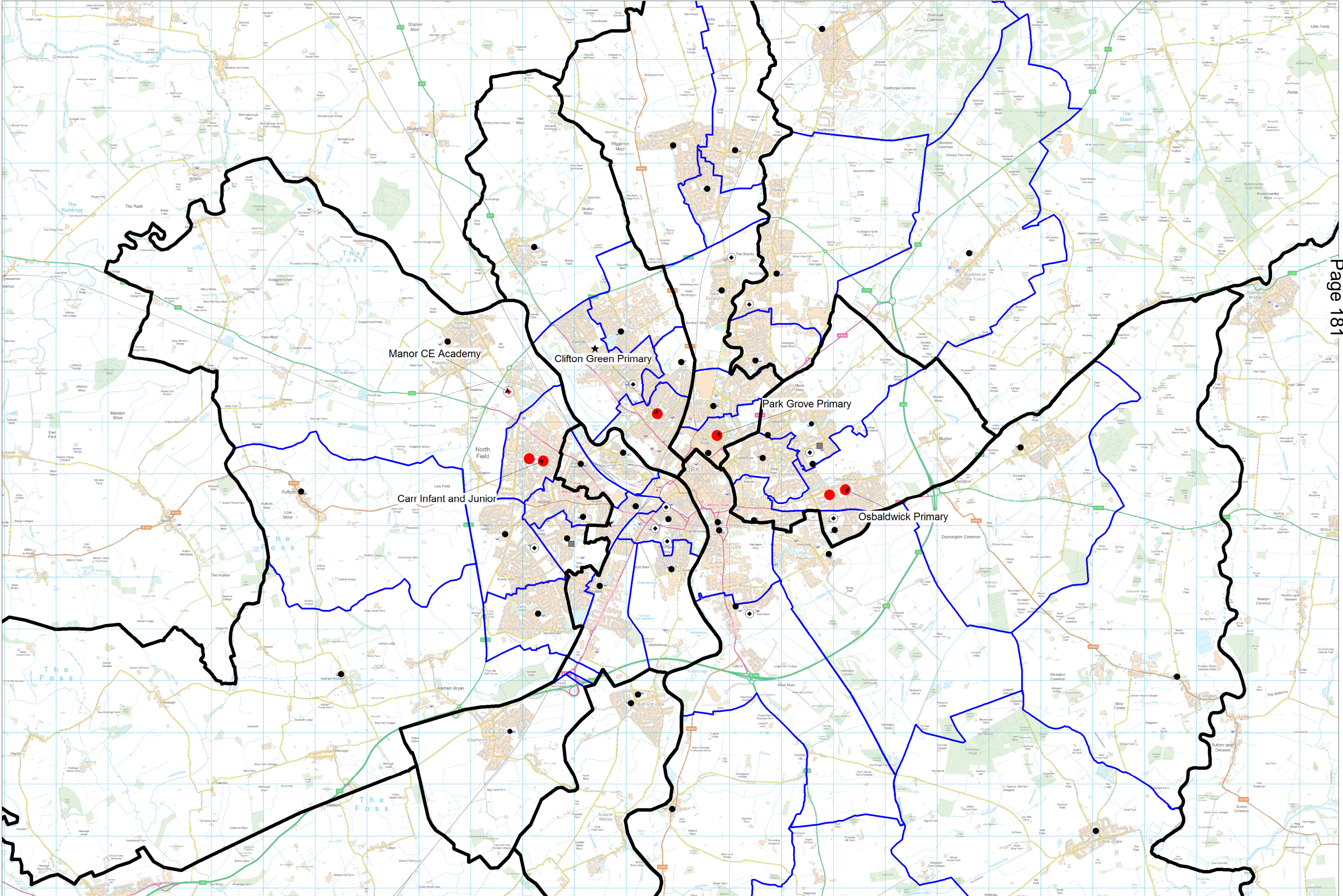
10. Availability

This policy 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 (Sixth Form)</i>
Reviewed by:	<i>Governors' Admissions Committee</i>
Last Review Academic Year:	<i>May 2013</i>
Next Review Academic Year:	<i>January 2014</i>

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Annex W - Map of Proposals 15/16



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