



Notice of a public meeting of

Decision Session - Executive Member for Children, Young People and Education

To: Councillor Webb

Date: Monday, 15 January 2024

Time: 10.00 am

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

AGENDA

1. Declarations of Interest (Pages 1 - 2)

At this point in the meeting, the Executive Member is asked to declare any disclosable pecuniary interest, or other registerable interest, they might have in respect of business on this agenda, if they have not already done so in advance on the Register of Interests. The disclosure must include the nature of the interest.

An interest must also be disclosed in the meeting when it becomes apparent to the member during the meeting.

[Please see attached sheet for further guidance for Members].

2. Minutes (Pages 3 - 4)

To approve and sign the minutes of the Decision Session held on **7 November 2023**.

3. Public Participation

At this point in the meeting members of the public who have registered to speak can do so. Members of the public may speak on agenda items or on matters within the remit of the committee. Please note that our registration deadlines have changed to 2 working days before the meeting, in order to facilitate the management of public participation at meetings. The deadline for registering at this meeting is **5:00pm on Thursday, 11 January 2024.**

To register to speak please visit www.york.gov.uk/AttendCouncilMeetings to fill in an online registration form. If you have any questions about the registration form or the meeting, please contact Democratic Services. Contact details can be found at the foot of this agenda.

Webcasting of Public Meetings

Please note that, subject to available resources, this meeting will be webcast, including any registered public speakers who have given their permission. The meeting can be viewed live and on demand at www.york.gov.uk/webcasts.

4. Admissions Arrangements for the 2025/2026 School Year (Pages 5 - 412)

This item seeks approval of the admissions policies and published admission numbers for community and voluntary controlled schools, schools for whom the City of York Council is the admission authority, for the school year beginning in September 2025.

5. Urgent Business

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

Democratic Services Officer

Reece Williams

Contact Details:

- Telephone – (01904) 55 4447
- Email – reece.williams@york.gov.uk

For more information about any of the following please contact the Democratic Services Officer responsible for servicing this meeting:

- Registering to speak
- Business of the meeting
- Any special arrangements
- Copies of reports and
- For 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

This page is intentionally left blank

Declarations of Interest – guidance for Members

- (1) Members must consider their interests, and act according to the following:

Type of Interest	You must
Disclosable Pecuniary Interests	Disclose the interest, not participate in the discussion or vote, and leave the meeting <u>unless</u> you have a dispensation.
Other Registrable Interests (Directly Related) OR Non-Registrable Interests (Directly Related)	Disclose the interest; speak on the item <u>only if</u> the public are also allowed to speak, but otherwise not participate in the discussion or vote, and leave the meeting <u>unless</u> you have a dispensation.
Other Registrable Interests (Affects) OR Non-Registrable Interests (Affects)	Disclose the interest; remain in the meeting, participate and vote <u>unless</u> the matter affects the financial interest or well-being: (a) to a greater extent than it affects the financial interest or well-being of a majority of inhabitants of the affected ward; and (b) a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest. In which case, speak on the item <u>only if</u> the public are also allowed to speak, but otherwise do not participate in the discussion or vote, and leave the meeting <u>unless</u> you have a dispensation.

- (2) Disclosable pecuniary interests relate to the Member concerned or their spouse/partner.
- (3) Members in arrears of Council Tax by more than two months must not vote in decisions on, or which might affect, budget calculations, and must disclose at the meeting that this restriction applies to them. A failure to comply with these requirements is a criminal offence under section 106 of the Local Government Finance Act 1992.

This page is intentionally left blank

City of York Council

Committee Minutes

Meeting	Decision Session - Executive Member for Children, Young People and Education
Date	7 November 2023
Present	Councillors Webb
Apologies	Councillors

1. Declarations of Interest [10:01]

The Executive Member was asked to declare, at this point in the meeting, any personal interests, not included on the Register of Interests, or any prejudicial or disclosable pecuniary interests that he might have had in respect of business on the agenda. None were declared.

2. Minutes [10:02]

Resolved: That the minutes of the decision session held on 15 March 2023 be approved and signed by the Executive Member as a correct record.

3. Public Participation [10:02]

Andrew Parkinson spoke on Free Discretionary Transport to Tadcaster Grammar School. He raised concerns regarding a letter from Ian Yapp, Chief Education Officer of the STAR Multi-Academy Trust and suggested some changes to the wording and layout of the planned survey. During the meeting, it was confirmed that that letter had been responded to and that changes had been made to the survey.

4. Free Discretionary Transport to Tadcaster Grammar School [10:06]

The Head of Education Support Service presented the report. She stated that this item was concerning a legacy provision of free transport to a non-York school, and that it did not affect SEND eligibility or pupils who already received this service.

The Chair noted the savings required due to austerity cuts in council budgets and agreed with the recommendation to approve the start of a public consultation process.

The Executive Member then;

Resolved: That a consultation process for phased removal of free discretionary transport to Tadcaster Grammar School be approved to achieve previously agreed savings. Feedback from the consultation would be brought back to the Executive Member for a final decision on removal of discretionary transport to Tadcaster Grammar School.

Reason: In order to achieve agreed savings targets, whilst ensuring that parents are able that to make an informed choice about school places from the year prior to admission to secondary school.

Cllr Webb, Chair

[The meeting started at 10.00 am and finished at 10.12 am].



Meeting:	Decision Session - Executive Member for Children, Young People and Education
Meeting date:	15 January 2024
Report of:	Rachelle White and Maxine Squire
Portfolio of:	Councillor Webb - Executive Member for Children, Young People and Education

Decision Report: Coordinated Admissions Schemes and Admission Arrangements for 2025-2026 School Year

Report Subject - Admission Arrangements for 2025-2026 School Admissions

1. This report seeks approval of the admissions policies and published admission numbers for community and voluntary controlled schools – schools for whom the City of York Council is the admission authority – for the school year beginning in September 2025.
2. It also seeks approval of the coordinated admissions schemes for the City of York area – for which the City of York Council is the coordinating Local Authority – for applications to start the school year beginning in September 2025.
3. It also seeks a decision as to whether to support, not support or remain impartial for any amendments to admission arrangements for Multi Academy Trusts who are their own admission authority.

Benefits and Challenges

4. The benefits of the Admission Consultation and decision- making process is to ensure that as a Local Authority we are fulfilling our statutory duty to provide school places for children residing in the city and our sufficiency requirement.

5. The challenges are that as some proposed requests are being made by Academy Trusts, who are their own Admission Authority we can only support or not support the proposal but ultimately the decision is made by Trust and not City of York Council.
6. Under the terms of the Education Act 1996, the Local Authority has a statutory duty to ensure that sufficient places are available for every child of school age, to promote diversity, parental choice and high educational standards; to ensure fair access to educational opportunity; and to help fulfil every child's educational potential. Academy trusts should work collaboratively with LAs, dioceses and other schools in the area, to ensure that there is a co-ordinated approach to place planning and delivery. The Department for Education has a strong expectation that academy trusts will support LAs to meet the Sufficiency Duty by providing additional places where they are needed and reducing the number of places offered where they are surplus to requirements.

Policy Basis for Decision

7. The co-ordination of school admissions is a statutory duty of the local authority and supports Article 2 of the Human Rights legislation that no person should be denied the right to education:

Financial Strategy Implications

8. There are no financial strategy implications. The local authority receives funding from the central services block of the dedicated schools block to deliver the statutory duty to co-ordinate admissions.

Recommendation and Reasons

9. Recommendations:

That the proposed changes to the Admission Arrangements for September 2025-2026 be accepted and supported based on the evidence shown in the Options Analysis and Evidential Basis section of this report.

10. Reason:

To ensure that City of York Council continue to meet their statutory duty as set out in the terms of the Education Act 1996 and also work collaboratively with Academy Trusts to meet that duty whilst also appreciating the financial pressure on schools and trusts currently.

Background

11. It is the duty of the admission authority to carry out a consultation each year on admission arrangements where these have changed, or at least once every seven years. Admission arrangements include the admissions policy and the published admission number (PAN) for each school.
12. In the case of maintained schools, the admission authority is the local authority (LA), whilst for voluntary aided or academy schools it is the governing body or academy trust of the school.
13. As academies have come together in multi-academy trusts (MATs), the admission arrangements have been increasingly set by the trust boards of these MATs as the admission authority for all schools within the MAT. As the number of academies in York has increased and resulted in larger trusts, the centralisation of the policy and admissions functions has become more prevalent. However, in some cases the matter for setting an individual school's admission arrangements may be delegated to the Local Governing Committee of an individual academy.
14. Admission policies detail what information should be provided by applicants and how preferences will be ordered according to the oversubscription criteria should schools be oversubscribed – that is where there are more applications for places than there are places available.
15. Published admissions numbers (PANs) 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 year 7 in secondary schools). For year 12 entry in secondary schools, this number is the intended number of external applicants to be admitted, that is excluding

those that attended Year 11 at that school who meet the required academic standards for and continue into Year 12.

16. Separate from the responsibility to set admission arrangements for its schools, it is also the duty of the LA to have in place area-wide coordinated admissions schemes for each coordinated year of entry. These schemes apply to all state funded schools in the LA area and detail how and when applications can be made and coordination between admission authorities and local authorities will take place.

Consultation Analysis

17. After an invitation from the LA, all admission authorities within the LA area have agreed to take part in a joint consultation to provide parents, schools and other interested parties with the admissions arrangements for 2025 – 2026 in one place for those taking part.
18. Where a MAT are changing their admission arrangements, they are also holding their own admission consultation in the Autumn to request responses through their own MAT website and school websites. Responses are considered prior to determination.
19. LA officers have continued to support MATs and existing academies with the formulation of their admission arrangements, many of which now have arrangements that are operationally identical to the LA's own arrangements. Continuing the work which was jointly undertaken in 2017 with partner admission authorities, officers have continued to work with trusts in the development and maintenance of common definitions and practices between the policies of these schools, the LA, and the MATs where possible.
20. This work assists academies with their admission arrangements and supports schools with their responsibilities, which were previously the responsibility of the LA, but also promotes the admissions policies of all non-faith schools are aligned where possible. This work has continued the consistency of the admissions process especially where policies are the same as the LA policy.
21. Although coordinated by the LA, the responsibility for the formulation, determination and consultation of admission arrangements for schools for which the LA is not the admission

authority remain the responsibility of the respective governing body/academy trust.

22. The School Admissions Code of Practice 2021 requires that where consultation takes place it must be for a minimum of 6 weeks between 01 October and 31 January. Determination of these admission arrangements by admission authorities must be completed by 28 February 2024 for the school year beginning in September 2025. This timeframe means that consultation on arrangements takes place up to 23 months before children would be due to start school.
23. Neighbouring LAs, school head teachers, governing bodies, dioceses, and those that had previously expressed a continued interest in school admissions in York were sent details of the consultation. The views of residents and parent/carers were also sought, although as is common, only a small number of residents responded via online survey or in writing.
24. The consultation ran from 2nd October until 12th November 2023 and included admission arrangements for schools in the LA area for the 2025 - 2026 school year as listed in the annexes. Information was made widely available online and publicised by schools and the LA in newsletters and notices with reminders sent to all school offices and head teachers and requested to be forwarded to their respective Chair of Governors via email.
25. In previous years the number of responses have been minimal and not directly relating to the admission arrangements. There are not expected to be an increase in responses this year as the proposals are not thought to be contentious however any responses received will be detailed in the final version.

Options Analysis and Evidential Basis

26. The recommendations in this report have been prepared following consultation with schools and others. The Executive Member can approve, reject or modify the proposals relating to community and voluntary controlled schools contained in this report and attached annexes. The Executive Member may also choose to support or if objecting may raise a statutory objection to voluntary aided and academy schools admission arrangements, though these bodies

will have undertaken a parallel process of determining their arrangements since the consultation closed, and therefore some may have already formally determined their arrangements.

Published Admission Numbers (PAN)

27. The following general principles should apply when considering increases in PANs:
28. The school should have enough physical space to accommodate a full complement of children in each year group, based on the proposed number (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.
29. 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.
30. The proposed 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.
31. The following general principles should apply when considering decreases in PANs:
32. The school must still be able to accommodate demand from within their local area (catchment area, parish or priority area).
33. The requested 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.

Maintained School Proposals

34. There is one maintained school PAN change within the admission arrangements for 2025-2026.

School	Proposal	Recommendation	Reason
Joseph Rowntree School	Reduce PAN from 232 to 210 pupils	Approve	To enable school to have a more efficient and effective resourcing model. Joseph Rowntree is forecast a falling roll. The reduced PAN would enable an efficient seven form entry.

35. Joseph Rowntree Secondary School is located in the Secondary Planning Area North (SPA North) and is a maintained school with an Ofsted rating of Good. The PAN at Joseph Rowntree is 232; however, for the purposes of school organisation, the school is considering reducing the PAN to 210 from September 2025.
36. Having previously increased the PAN to accommodate rising numbers, the school has seen its roll fall in recent years, and it is projected to continue with lower rolls over the next few years. In order to maximise resources and bring some stability, the school proposes a PAN of 210 to reduce the number of teaching groups by 1 group. This would build in some flexibility to go over the 210 should additional places be needed for in-year migration.
37. The table below shows the anticipated number of children expected to be living in Joseph Rowntree's catchment area and requiring a place at Joseph Rowntree over the next 5 years. It is based on known births within catchment and historical migration, preference and allocation data. However, these figures exclude the growing number of children from other catchment areas who will be allocated a place at Joseph Rowntree due to their special educational need requirements.

	2024/25	2025/26	2026/27	2027/28	2028/29
Forecast need for Y7 at Joseph Rowntree	203	199	209	209	188

38. It can therefore be seen that Joseph Rowntree is forecast to have sufficient places for children living within catchment with a PAN 210. However, the number of children applying for and needing places at Joseph Rowntree can also be affected by numbers in other local schools. Additionally, across schools we aim to have a surplus capacity of a minimum of 5% to facilitate in-year migration.

Year	24/25	25/26	26/27	27/28	28/29	29/30
January 2023 Forecast Y7 Demand North SPA	586	578	576	547	538	529
January 2023 Forecast Y7 Places North SPA	621	621	621	621	621	621
January 2023 Surplus Y7 Places North SPA	35	43	45	74	83	92
Surplus Y7 Places with PAN reduced to 210	35	21	23	52	61	71

39. In-year migration is both inward and outward across different year groups and a PAN 210 could cause difficulties whilst the numbers of secondary aged pupils in SPA North remains high (lower numbers across the SPA are projected from 2027/28).

Year	24/25	25/26	26/27	27/28	28/29	29/30
January 2023 Forecast Y7 Demand Joseph Rowntree	203	199	209	209	188	192
January 2023 Forecast Y7 Places Joseph Rowntree	232	232	232	232	232	232
January 2023 Surplus Y7 Places Joseph Rowntree	29	33	23	23	44	40
Surplus Y7 Places Joseph Rowntree with PAN reduced to 210	29	11	1	1	22	18

40. The shaded surplus shows that there would be some years in which the SPA has a surplus capacity below 5% or Joseph Rowntree does.

41. Analysis of the current number of pupils in catchment primary schools and a weighted average for the proportion starting Y7 in Joseph Rowntree suggests there may be a slightly higher number of pupils starting Y7 in the next few years than was originally forecast. If these higher numbers apply, there is a concern that there could be a deficit of places at Joseph Rowntree with a PAN of 210.

Year	2024/25	2025/26	2026/27	2027/28
Forecast Y7 Demand Joseph Rowntree (catchment schools)	209	213	216	215
Forecast Y7 Places Joseph Rowntree	232	210	210	210
Surplus/Deficit Y7 Places Joseph Rowntree	23	-3	-6	-5

42. In summary, we would support the proposal for the school to reduce its PAN to 210 as we understand the financial pressure the school will be under if it is unable to do so. However, if the school goes ahead with the decision to reduce the PAN to 210 from 2025/26, it could be difficult to place everyone in Y7 and facilitate in-year migration across the SPA. School leadership has reassured CYC officers that the school could have some flexibility and would be willing to accommodate all children living in catchment should it be necessary.

VA and Academy Proposals

School	Proposal	Recommendation	Reason
Bishopthorpe Infants School	Reduce PAN from 50 to 30 pupils	Support	Bishopthorpe Infant School has a falling roll and birth rates are projected to continue at the lower numbers. The reduction in PAN would enable a 1 form entry structure.
Archbishop of York Junior School	Reduce PAN from 60 to 45 pupils	Support	Archbishop of York has a falling roll and lower numbers in the partner infant school. A reduction to 45 at this point ensures all current children at the infant school a place while enabling more efficient organisation of classes

43. As Bishopthorpe Infant School and Archbishop of York Junior School are both South York MAT and also the same catchment area, their forecast data is shown together.
44. Bishopthorpe Infant School is a 2 form entry school, located in the south of the city in primary planning area 5 (PPA5). Bishopthorpe Infant has a published admission number (PAN) 50 and net capacity 170. It is part of the South York Academy Trust with an Ofsted rating – Good.

45. The current number on roll at the school is significantly below the 170 places available.

Current Number on Roll (NOR)	
Reception	25
Y1	48
Y2	47
NOR	120

46. Archbishop of York Junior School is also a two form entry school, with intake at Year 3. It has a PAN of 60 and net capacity 240. It is also part of the South York Academy Trust with an Ofsted rating – Outstanding.
47. The current number on roll at the school is below the 240 places available.

Current Number on Roll (NOR)	
Y3	45
Y4	55
Y5	59
Y6	48
NOR	207

48. 32 children have been allocated a reception place at Bishopthorpe Infant school in September 2023/24. This is above the proposed new PAN for the school.
49. A coordinated request with Archbishop of York Junior School would ensure children continue to be able to progress straight from the infant school to the junior school.
50. An individual school forecast from Business Intelligence for the two schools shows that the number of children expected in Reception each year is lower than the current PAN 50. It is worth noting that

forecasting at an individual school level increases the risk of inaccuracies that might come about due to changes in parental preferences and migration etc.

	Forecast					
	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
R	25	32	24	22	17	22
1	48	25	32	24	22	17
2	47	51	27	34	26	23
3	45	49	53	28	36	26
4	55	45	49	53	28	36
5	59	58	47	51	56	30
6	48	56	55	45	49	54

51. This suggests that reducing to PAN 30 in 2025/26 would leave enough capacity for demand at Reception but not for Year 3 when the 2023/24 Reception intake reaches Year 3 in 2026/27.
52. Forecasts do not suggest there is a requirement for greater than a PAN 30 on national offer day (NOD). Currently 70% (3-year weighted average) of children allocated Bishopthorpe Infants on NOD live in Bishopthorpe Infants catchment. Small numbers of additional children could therefore be pushed back to their own catchment school if necessary.

Allocation Year	Catchments of children allocated Bishopthorpe Infant School		
	Bishopthorpe Infant School	Other	Total
2022/23	22	10	32
2021/22	17	8	25
2020/21	37	14	51

53. A very high proportion of the Bishopthorpe catchment attends Bishopthorpe Infant School and Archbishop of York Junior School (a weighted average of 91%) so even if all the children in catchment were to apply, they should be absorbed into the schools.

Allocations of children from Bishopthorpe catchment			
	Bishopthorpe Infant School	Other	Total
2022/2023	22	2	24
2021/2022	17	3	20
2020/2021	37	1	38

54. Birth rates have fallen in the catchment in recent years and are projected to remain low.

Reception Year	2021/ 22	2022/ 23	2023/ 24	2024/ 25	2025/ 26	2026/ 27	2027/ 28	2028/ 29
Birth Year	2016/ 17	2017/ 18	2018/ 19	2019/ 20	2020/ 21	2021/ 22	2022/ 23	2023/ 24
Actual / forecast births	27	14	24	18	16	13	17	17

55. The table below shows the number of reception places forecast to be required in PPA5 over the next 7 years. A reduction in PAN would reduce the surplus by a manageable amount.

Year	2023/ 24	2024/ 25	2025/ 26	2026/ 27	2027/ 28	2028/ 29	2029/ 30
Surplus/Deficit Reception Places in PPA5 BI PAN unchanged	48	53	78	84	83	82	82
Surplus Reception Places in PPA5 BI PAN reduced to 30	48	53	48	54	53	52	52

56. If PAN is not formally reduced, Bishopthorpe Infants is obliged to accept children to PAN both on NOD and as in-year transfers. If single year group classes are maintained, this could cause significant financial difficulties for the school, particularly if numbers are in the low 30s.
57. Currently the 3-year weighted average is for more children to join both Bishopthorpe Infants and Archbishop of York Junior school in-year, than leave the school. Although this would make it more difficult for children to join, the projected surplus capacity is within the 5% recommended for in-year migration.
58. Additional housing is planned for the Copmanthorpe Primary catchment area in PPA5. This is not expected to have a significant impact on the schools in Bishopthorpe as there is current and projected surplus at Copmanthorpe Primary School. However, this should be monitored as families start to move into the developments.
59. In summary a reduction in PAN would enable the schools to reduce their surplus and plan school organisation effectively. Reducing both the Infant and Junior PAN to 30 at the same time

would have risked children about to start at the infant school being unable to transfer to the junior school. Alongside consulting on reducing the junior school PAN to 45 this year, it would be prudent to consult on reducing the PAN at the junior school further 3 years after the infant school to maintain the number of places offered through the primary phase.

School	Proposal	Recommendation	Reason
Scarcroft Primary School	Reduce PAN from 60 to 45 pupils	Support	Scarcroft has an increasing surplus of places and will be able to restructure to more efficient class sizes.

60. Scarcroft Primary School is a 2 form entry school, located to the south of the centre of York and is in primary planning area 6 (PPA6) along with Knavesmire Primary School. Scarcroft has a published admission number (PAN) 60 and net capacity 420 and is part of the South Bank Multi Academy Trust (MAT) with an Ofsted rating – Good.

61. The current number on roll (NOR) at the school is below the 420 places available.

Current Number on Roll (NOR) From January Census	
Reception	48
Y1	46
Y2	56
Y3	56
Y4	56
Y5	61
Y6	64
NOR	387

62. Forecasts suggest a PAN 45 will be high enough for projected Reception numbers. The January 2023 forecast for PPA6 below shows that the number of children expected in reception each year is lower than the current combined PAN of 120 and also the proposed combined PAN of 105.

Without PAN change

Year	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
R	96	89	88	78	79	79
1	109	100	92	91	81	82
2	104	110	101	93	92	82
3	111	103	109	100	93	92
4	120	115	106	113	104	96
5	121	122	117	108	115	106
6	128	125	126	121	112	119
Total	789	764	739	704	676	656
Capacity	840	840	840	840	840	840
Surplus	51	76	101	136	164	184

With PAN change

Year	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
R	96	89	88	78	79	79
1	109	100	92	91	81	82
2	104	110	101	93	92	82
3	111	103	109	100	93	92
4	120	115	106	113	104	96
5	121	122	117	108	115	106
6	128	125	126	121	112	119

Total	789	764	739	704	676	656
Capacity	840	840	825	810	795	780
Surplus	51	76	86	106	119	124

63. Without taking any action, PPA6 is forecast to have an increasing surplus of places at whole school level over the next 7 years. By reducing the PAN this will go some way to reducing the surplus in the area.
64. An individual school forecast from Business Intelligence for Scarcroft Primary School shows that the number of children expected in reception each year is lower than the current PAN 60. It is worth noting that forecasting at an individual school level increases the risk of inaccuracies that might come about due to changes in parental preferences and migration etc.

Year	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
R	45	49	39	42	38	39	39
1	42	47	52	41	44	40	41
2	55	43	48	53	42	45	41
3	58	52	41	45	50	40	42
4	56	59	53	42	46	51	41
5	60	53	56	51	40	44	49
6	64	61	54	57	52	41	45
Total	380	364	343	331	312	300	298
Surplus Places	40	56	77	89	108	120	122

65. We are not forecasting there to be more than 45 children requesting a place as a first preference at Scarcroft Primary School for NOD in the next few years. Furthermore, not all children choosing Scarcroft are from within catchment as, with a central

location it attracts children from a wide range of catchments and small numbers of additional children could therefore be pushed back to their own catchment school, if projected births or parental preferences etc were significantly higher than expected.

	Catchment of children allocated Scarcroft		
	Scarcroft Primary	Total Non-Scarcroft catchment	Grand Total
2023/24	34	15	49
2022/23	29	16	45
2021/22	25	14	39
2020/21	35	15	50
2019/20	51	0	58

66. There are currently no significant housing developments planned within the planning area and additional pupils from the Terry's development have been accounted for in forecasts. If there are developments in the future it may be necessary to raise the PAN then.
67. In conclusion, falling birth rates and recent migration rates suggest that there will be enough capacity at Scarcroft Primary School to reduce the PAN from 60 to 45.

School	Proposal	Recommendation	Reason
St Lawrence's CE Primary School	Reduce PAN from 30 to 15 pupils	Support	St Lawrence's has falling rolls leading to an increased surplus. This change would enable the school to have a more efficient and effective resourcing model.

68. St Lawrence's CE Primary School is a 1 form entry school, located in the eastern side of York and in primary planning area 8 (PPA8) with seven other schools. St Lawrence's has a published admission number (PAN) 30 and net capacity 210 and is part of the Pathfinder Multi Academy Trust (MAT) with an Ofsted rating – Requires Improvement.
69. The current number on roll (NOR) at the school is below the 210 places available.
70. In response to the lower numbers seen coming into Reception this year and next, and in order to better meet the school's organisational needs, the Pathfinder Trust has this year informed CYC of their intention to reduce the PAN to 15. Should the Trust decide to go ahead with this PAN change, it would take effect from September 2025/26.

Current Number on Roll (NOR) From January 2023 Census	
Reception	16
Y1	18
Y2	23
Y3	21
Y4	20
Y5	23
Y6	25
NOR	146

71. Recently there has been high in-year migration into and out of the school, due to its central location. This means the number in each cohort changes as they move through school. Capacity may be needed for inward migration to the school. The numbers allocated for Reception each year tend to increase between the initial allocation and September. For example, 23/24 allocation started at 12 but had risen to 15 by July. None of the cohorts currently in school have had fewer than 15 in the Reception class and only two

of the current cohorts are below the proposed PAN. This could leave little capacity for inward migration in the future, putting pressure on places at St Lawrence's and other local schools.

	16/17	17/18	18/19	19/20	20/21	21/22	22/23
Current Reception							17
Current Y1						15	14
Current Y2					15	18	20
Current Y3					12	13	22
Current Y4			15		13	12	12
Current Y5		22	23		15	18	19
Current Y6	26	20	20		19	18	17

72. Forecasts suggest that within the planning area there may be capacity for a reduction in PAN to 15.

Without PAN change

Year	2023/2 4	2024/2 5	2025/2 6	2026/2 7	2027/2 8	2028/2 9	2029/3 0
Reception	248	235	220	204	205	205	206
Year 1	236	250	236	220	204	205	205
Year 2	231	232	245	230	215	199	200
Year 3	250	231	232	244	229	214	198
Year 4	239	253	233	233	245	230	215
Year 5	267	240	253	233	233	244	230
Year 6	263	271	243	255	235	235	246
Total	1,734	1,712	1,662	1,619	1,566	1,532	1,500
Capacity	1955	1940	1925	1925	1925	1925	1925
Surplus	221	228	263	306	359	393	425

With PAN change

Year	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30
Reception	248	235	220	204	205	205	206
Year 1	236	250	236	220	204	205	205
Year 2	231	232	245	230	215	199	200
Year 3	250	231	232	244	229	214	198
Year 4	239	253	233	233	245	230	215
Year 5	267	240	253	233	233	244	230
Year 6	263	271	243	255	235	235	246
Total	1,734	1,712	1,662	1,619	1,566	1,532	1,500
Capacity	1955	1940	1880	1865	1850	1835	1820
Surplus	221	228	118	146	234	303	320

73. An individual school forecast for St Lawrence's shows that the number of children expected in Reception each year is variable, with changes in birth rates causing volatility over the next few years. It is worth noting that forecasting at an individual school level increases the risk of inaccuracies that might come about due to changes in parental preferences and migration etc.

Birth Rates

2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	Projected Births				
2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27
40	40	38	23	26	38	27	27	27	29	29

74. School Forecast (based on birth rates, a weighted average of birth to reception migration and a weighted average of changes between national offer day and September).

Year	2022/23	2023/24	2024/25	2025/26	2026/27	Projected Births	
						2027/28	2028/29
R	14	12	9	10	14	14	10
1	15	15	13	10	11	15	15
2	19	15	15	13	10	11	15
3	18	19	15	15	14	13	18
4	12	20	21	17	17	16	15
5	16	11	19	20	16	16	15
6	16	17	12	20	20	17	17
Total	110	109	104	105	102	102	105
Surplus Places	100	101	106	105	108	108	105

Catchments of children allocated St Lawrence's CE Primary School

	St Lawrence's	Other	Total
2023/24	6	6	12
2022/23	6	9	15
2021/22	2	12	14

75. Reducing the PAN at St Lawrence's may mean there are not places available for children from other catchments, who would then be pushed back to their catchment schools. Tang Hall would not have had the capacity for the numbers allocated St Lawrence's over the last 3 years.

Schools attended by children from St Lawrence's CE Primary School catchment

	St Lawrence's	Other PPA8 schools	PPA7 schools	Other
2023/24	6	7	5	4
2022/23	7	6	6	3
2021/22	2	7	12	2

76. A large proportion of the children from St Lawrence's catchment attend other schools in PPA8 and even more so, PPA7 which has the closest alternative primary schools to St Lawrence's. There is currently pressure on places in PPA7 due to a large housing development at Germany Beck that is projected to continue. As places fill from within catchment in PPA7 this could push children back into their catchment schools in PPA8:

PPA8 Forecasts

Year	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30
Reception	106	110	132	105	109	110	112
Year 1	118	107	112	133	107	110	110
Year 2	115	121	111	115	137	109	112
Year 3	122	124	131	120	125	147	117
Year 4	124	126	128	135	124	128	150
Year 5	116	131	134	135	143	131	135
Year 6	128	122	139	141	143	150	137
Total	829	841	887	884	888	885	873
Sum of Year Group Places	840	840	840	840	840	840	840
Surplus/Deficit	11	-1	-47	-44	-48	-45	-33

77. It is understandable that St Lawrence's wants to reduce PAN in order to consolidate classes and reduce costs. It is possible that a change in PAN to 15 would have a detrimental effect on admission to St Lawrence's and surrounding schools. Although falling birth rates are projected, they may be mitigated to some extent by inward migration and pupil yield from housing development in PPA7. However, CYC officers understand that it will be financially unviable to continue with cohorts significantly below 30 and that a PAN of 15 would support reorganisation of the school.

Admission Policies

78. The LA has consulted with relevant admission authorities on the proposed admissions arrangements for the 2025-26 school year. The City of York has proposed the published admission number (PAN) for all schools, highlighting any changes in Annex 42. The City of York proposed coordinated schemes and admissions policies are set out in Annexes 3–7. Policies for voluntary aided and academy schools are contained in Annexes 8-20 with Year 12 admissions policies contained in Annexes 29-33.
79. The coordinated schemes, Annexes 3 and 4, are applicable to all state funded schools in York including community, voluntary controlled, voluntary aided and academy schools.
80. The City of York admissions policy for each year of entry is applicable to all schools for which the LA is the admission authority; that is all community and voluntary controlled schools. Voluntary aided and academy schools operate their own admissions policies, though as stated above those of schools that have recently become their own admission authorities are almost identical to the admissions policies for community and voluntary controlled schools. The LA assists in the formulation and maintenance of these other policies each year whilst these schools maintain their wish for the similarity of these policies to the LA's own policies to the benefit of residents.
81. The City of York admissions policies have had no changes from those determined in 2023.

VA and Academy Proposals

82. There are two changes to the draft admission policies provided by voluntary aided and academy schools, who are their own admission authorities, from those determined last year. Both relate to the All Saints RC School admissions.
83. All Saints RC School, now part of Nicholas Postgate Catholic Academy Trust have amended their admission policy to include named feeder schools of all trust schools. The policy includes the more comprehensive list of all feeder schools for criteria 2 of the admission policy which includes all trust schools. Due to the significant distance from All Saints RC School, The Trust and Place Planning Officer do not expect this to have an impact of school place sufficiency at school.
84. All Saints RC School have also amended their admission policy to advise that of the additional 15 school places offered in Year 10 (as a result of the move from the lower school site to the upper school site), the additional places will be offered in the first instance to any pupils demonstrating an aptitude for Performing Arts. This process will be managed by the school staff.
85. Nicholas Postgate Catholic Academy Trust have been advised that this must be compliant with the School Admissions Code 2021 and if it is not compliant, and any parents appeal against a decision to refuse a place, this would be noted in an appeal hearing.
86. Nicholas Postgate Catholic Academy Trust schools policy is included in this consultation. They were not included in the CYC consultation for 2024-2025 admissions last year due to the late change in trusts – From Margaret Clitherow to Nicholas Postgate.

Catchment Areas

87. Catchment areas are designed to be reasonable and clearly defined. The following factors are taken into account when considering the changes in catchment area:
 - a) The number of children (pupil yield) expected from the new housing developments;
 - b) The geographical location of the new housing developments in relation to nearby schools and the associated ease of travel;

- c) The PAN and net capacity of nearby schools and their ability to accommodate additional pupils or where appropriate the school's ability to expand;
 - d) The number of children living within the catchment area; historically, currently and the number forecast to be living within the catchment area in the future;
 - e) The trend in school preferences both into and out of the catchment area;
 - f) The schools named in the Section 106 agreements for the new housing developments and therefore the associated potential funding available for any necessary expansion work.
88. There are no catchment changes proposed within this consultation.
89. All maintained schools and academies in York were asked for their comments on admission arrangements and proposed PANs. The consultation survey was accessed 6 times and received 1 response.
90. The open admission consultation which was available to the general public, stakeholders and other interested parties was accessed 7 times, 6 individuals left their details, and we received 4 responses.
91. Responses have been categorised below as either PAN consultation response, admission policy consultation response or catchment area consultation response.

PAN Consultation Responses

92. There were 2 responses as part as the consultation regarding the PAN reduction at Bishopthorpe Infant School and Archbishop of York Junior School, both in the South York MAT, regarding the pupil forecast data. As these relate to a MAT, the responses have been sent to them to consider within their consultation.
93. All pupil forecast data is provided to schools and MATs to be considered within decision to make any PAN amendments.

Admission Policy Consultation Responses

94. There were 2 responses as part of the consultation to Admission Policies; the first response requesting that an over subscription criteria is added to include the children of care experienced parents; the second that believes that the over subscription criteria of sibling, should come before the criteria of catchment children. Each response is considered below.
95. Care Experienced Parents – Care Experienced includes any individual who has been “looked after” at any time in their life. Care experienced parents as parents who has been “looked after” ordinarily at some point in their childhood. City of York Council do not currently include care experienced parents within their over subscription criteria for a number of reasons.
96. The Department for Education School Admissions Code 2021 currently advise throughout the code that looked after and previously looked after children must be given top priority regardless of the allocation process an Admission Authority use. This does not currently include care experienced parents. If the criteria were to be included within the definition or as a definition in its own right within the School Admissions Code, we would be required to include it within our admission arrangements.
97. Care experienced parents criteria would require a great deal of consideration on key points such as would the care experienced parents criteria only be applied where the LA they are applying to was their corporate parent? Where the responsible LA changes, would the care experienced parent criteria apply to more than one LA? If it was applied in all LAs how would this be evidenced?
98. School places are provided based on school place sufficiency forecasts which forecast the numbers of children living in the city, planning areas and catchment areas under each over subscription criteria. While an LA will have an indication of the number of looked after and previously looked after children in their LA, they will not be able to forecast how many care experienced parents reside in the LA. Therefore, the forecasts could be less reliable and could impact on school place sufficiency.
99. As a Local Authority and Corporate Parent, we do offer information, advice, guidance and support to our residents and offer additional support where necessary. We also regularly review

our information and processes to ensure they are inclusive and accessible for all. Within school admissions, we do offer advice and support with making school applications and accessing school information.

100. While we are not including care experienced parents within our admission arrangements for 2025-2026 admissions, we will continue to review our arrangements annually.
101. Sibling children – City of York operate a catchment area based process for allocating school places whereby each address has a catchment primary school and at least one catchment secondary school.
102. Siblings who live within catchment are prioritised over catchment children so that siblings living in catchment will likely be placed together over non siblings.
103. Catchment is a higher criteria than siblings (out of catchment) as our priority is that catchment schools cater for catchment children. Our school place sufficiency planning is based on the principle of the number of children living in catchment, which is information that we can access in terms of pupil data. We do not have access regarding siblings out of a catchment area which would impact on school place planning.
104. Using catchment criteria over sibling criteria also deters families moving into a catchment area for a short period of time to access education and ensure that all subsequent children can attend a non-catchment school.
105. The inconvenience that some families may encounter, if children are allocated or attend different schools, is acknowledged by the LA however CYC do advise parents/carers in our allocation letters and admissions information, that “if the place your child has been allocated is at a school, which you are not in the catchment area of, or if you move out of the catchment area, then you may have less chance of being successful when applying for younger siblings.” Therefore the parents/carers can make an informed decision whether they move out of catchment.

106. When CYC receive in year applications for siblings, whether in catchment or not, and siblings cannot be placed together family are advised and they can then choose whether they want the children to be placed in the same school or not.
107. Siblings as a criteria is placed above distance children, - to give siblings living out of area priority over non siblings living out of catchment and give them a greater chance of being placed in the same school after those living in catchment.
108. Where an application for a school place is refused, parents/carers do have the right to appeal and can include the inconvenience of siblings placed in different school within their appeal which an independent appeal panel can consider.
109. While CYC is not amending the admission arrangements for 2025-2026 to include siblings over catchment children, the LA will continue to review information to ensure that information, advice and guidance on this is clear. The council will continue to review arrangements annually.

Catchment Area Changes Responses

110. There were no responses as part as the consultation regarding catchment changes.

Organisational Impact and Implications

111.

- **Financial:** Changes to admission limits at schools have no direct impact on Local Authority funding as the council will continue to be funded for all pupils at the same level, regardless of the schools that they attend. For individual schools pupil numbers do have an impact on school funding, particularly if the school is changing in size, as pupil led funding is lagged (based on the previous autumn census numbers for the following financial year). For schools that are growing the additional pupils will not be funded for the first 7 months (12 months for academies). However, depending on the scale and reason for the growth, the school may be eligible for some funding from the pupil growth fund.

- **Human Resources (HR):** There are no immediate HR implications for the Council associated with the proposals. Where schools are changing their pupil numbers on roll and this impacts on staffing, procedures will be followed and managed in line with school HR policies when appropriate consultation processes have been undertaken. The Council does not provide a HR advisory service to schools but works closely with school advisory services including North Yorkshire Council who provide the majority of school HR advice.
- **Legal:** Admission arrangements for all schools, whether the relevant admission authority is the Local Authority, Governing Body, or Academy Trust, must comply with the requirements of the School Admissions Code 2021 (issued under the School Standards and Framework Act 1998) (the “**Code**”).

Where an admission authority proposes a reduction to the Published Admission Number, consultation is required under the Code. The consultation carried out between 2nd October and 12th November 2023 complies with all relevant requirements of the Code.

Under the Code, parents have the right to appeal against any decision to refuse their child a place at a school for which they have applied, a process which is further governed by the School Admission Appeals Code 2022. Where a reduction in PAN for any of the schools mentioned in this report leads to a higher number of refusals, there is a chance that more parents will choose to appeal against those refusals. Where pupils are being “pushed back” to schools in other areas, those schools may also see higher numbers of appeals as there will be more pupils competing for available places. Although an appeals panel must take PAN into account when hearing an appeal, this will not be the sole deciding factor and therefore places may be granted at appeal even where this would put the school above PAN.

With regards to the proposed amendment to the admissions policy of All Saints RC School which would introduce a priority for children showing an aptitude for performing arts when applying for entry to Year 10, the relevant admission authority is Nicholas Postgate Catholic Academy Trust (“**NPCAT**”) and therefore while the Council may support or object to the proposed arrangements the decision to implement these is not the Council’s to make. However, it should be noted that the Code makes clear that schools must not introduce any new selection by ability (save where a school is a designated grammar school, sixth form, or had

partially selective arrangements in place during the 1997/98 school year) or prioritise children on the basis of current hobbies or activities. Where places are available, schools must offer places to every child who has applied for one “without condition”; where sufficient places are not available for every applicant, places must be allocated based on the school’s oversubscription criteria. NPCAT will need to satisfy themselves that the proposed amendment to their admissions policy is compliant with the Code. If it is not compliant, and any parents appeal against a decision to refuse a place, an appeals panel would be obligated to uphold an appeal if they considered that the child in question would have been granted a place but for the non-compliant element of the policy (for example if they would otherwise have fallen in a higher priority category of the oversubscription criteria compared to the last child admitted in the same round of applications).

- **Procurement:** There are no procurement implications.
- **Health and Wellbeing:** There is a strong correlation between educational attainment, life expectancy and health (The Kings Fund, 2017) and there is evidence which shows that certain groups of children and young people are more at risk of poor outcomes (No Child Left Behind, 2020).

School settings are important for forming or changing health behaviours (The Kings Fund, 2017) and all children have a right to access education (Education Act, 1996).

Local authorities have a responsibility to process any school application in accordance with the School Admissions Code (2021), which sets out mandatory requirements and statutory guidance for any school admissions. The purpose of this Code is to ensure that all school places for maintained schools and Academies are allocated and offered in an open and fair way, with fair access protocols to ensure that vulnerable children and young people are allocated places supportive to their circumstances. In doing so, the proposals in this paper will contribute to reducing health inequalities in the city and giving children the best start in life, which are both aspirations of the Joint Health and Wellbeing Strategy 2022-2032.

- **Environment and Climate action:** An admissions policy which places significant weight on catchment areas ensures that school travel is more likely to be in accordance with Transport Policies

approved by the Councils Executive. Attending a local school is more likely to result in active travel as way of attending education.

- **Affordability:** Affordability is not a matter that is considered as part of the admissions process and so there is no impact on those who have a low income in the city.
- **Equalities and Human Rights:** The Council recognises, and needs to take into account its Public Sector Equality Duty under Section 149 of the Equality Act 2010 (to have due regard to the need to eliminate discrimination, harassment, victimisation and any other prohibited conduct; advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it and foster good relations between persons who share a relevant protected characteristic and persons who do not share it in the exercise of a public authority's functions).

An Equalities Impact Assessment has been carried out and is annexed to this report at **Annex 1**. In summary, the result of the assessment is that there is little evidence to suggest that the proposals set out in this report could result in an adverse impact on people sharing a protected characteristic.

- **Data Protection and Privacy:** Contact: information.governance@york.gov.uk – Please see Annex 2
- **Communications:** There are no communications implications above those outlined in the report.
- **Economy:** There are no impacts on the Economy for this report.

Risks and Mitigations

112. N/A

Wards Impacted

113. All Wards

Contact details

For further information please contact the authors of this Decision Report.

Author

Name:	Rachelle White
Job Title:	School Admissions Manager
Service Area:	Education Support Services
Telephone:	01904 554239
Report approved:	Yes
Date:	18 December 2023

Co-author

Name:	Claire Roberts
Job Title:	Place Planning Officer
Service Area:	Education Support Services
Telephone:	N/A
Report approved:	Yes
Date:	18 December 2023

Background papers

No background papers.

Annexes

- Annex 1 Equalities Impact Assessment (EIA)
- Annex 2 Data Protection Impact Assessment (DPIA)
- Annex 3 Coordinated Admissions Scheme - Primary and Infant Schools for Reception DRAFT
- Annex 4 Coordinated Admission Scheme – Junior schools for Year 3 DRAFT
- Annex 5 Coordinated Admissions Scheme – Secondary Schools for Year 7 DRAFT
- Annex 6 CVC Admissions Policy – Primary and Infant schools for reception DRAFT
- Annex 7 CVC Admissions Policy – Secondary Schools for Year 7 DRAFT
- Annex 8 All Saints Roman Catholic School – Admissions Policy DRAFT
- Annex 9 Archbishop Holgate’s Church of England School – Admissions Policy DRAFT
- Annex 10 Ebor Academy Trust – Admissions Policy DRAFT
- Annex 11 Heworth Church of England Primary School – Admissions Policy DRAFT
- Annex 12 Hope Sentamu Learning Trust – Admissions Policy DRAFT
- Annex 13 Manor Church of England Academy – Admissions Policy DRAFT
- Annex 14 Our Lady Queen of Martyrs Roman Catholic Primary School – Admissions Policy DRAFT
- Annex 15 Pathfinder MAT – Admissions Policy DRAFT
- Annex 16 South Bank MAT – Admissions Policy DRAFT
- Annex 17 South York MAT – Admissions Policy DRAFT
- Annex 18 St. Aelred’s Catholic Primary School – Admissions Policy DRAFT
- Annex 19 St. George’s Roman Catholic Primary School – Admissions Policy DRAFT
- Annex 20 St. Wilfrid’s Roman Catholic Primary School – Admissions Policy DRAFT
- Annex 21 All Saints Roman Catholic School – Supplementary Information Form DRAFT
- Annex 22 Archbishop Holgate’s Church of England School – Supplementary Information Form DRAFT
- Annex 23 Heworth Church of England Primary School – Supplementary Information Form DRAFT
- Annex 24 Manor Church of England Academy – Supplementary Information Form DRAFT

Annex 25	Our Lady Queen of Martyrs Roman Catholic Primary School Reception – Supplementary Information Form DRAFT
Annex 26	St. Aelred’s Roman Catholic Primary School – Supplementary Information Form DRAFT
Annex 27	St. George’s Roman Catholic Primary School – Supplementary Information Form DRAFT
Annex 28	St. Wilfrid’s Roman Catholic Primary School – Supplementary Information Form DRAFT
Annex 29	All Saint’s Roman Catholic School Year 12 – Admissions Policy DRAFT
Annex 30	Archbishop Holgate’s Church of England School Year 12 – Admissions Policy DRAFT
Annex 31	Fulford School Year 12 – Admissions Policy DRAFT
Annex 32	Huntington School Year 12 – Admissions Policy DRAFT
Annex 33	Joseph Rowntree School Year 12 – Admissions Policy DRAFT
Annex 34	Application Form – Fulford School Year 12 DRAFT
Annex 35	Application Form – Huntington School Year 12 DRAFT
Annex 36	Application Form - Joseph Rowntree School Year 12 – Internal Students DRAFT
Annex 37	Application Form – Joseph Rowntree School Year 12 – External Students DRAFT
Annex 38	Delayed and Deferred Admission to Primary School
Annex 39	In Year Coordinated Admissions Scheme
Annex 40	In Year Admissions Policy for Community and Voluntary Controlled Schools
Annex 41	Out of Cohort – Guidance for Schools
Annex 42	Published admissions numbers for state-funded schools

This page is intentionally left blank

City of York Council
Equalities Impact Assessment

Who is submitting the proposal?

Directorate:	People		
Service Area:	Education Support Services		
Name of the proposal :	School Admissions Consultation for 2025 - 2026		
Lead officer:	Rachelle White		
Date assessment completed:	08/08/2023		
Names of those who contributed to the assessment :			
Name	Job title	Organisation	Area of expertise
Rachelle White	School Admissions Manager	City of York Council	Education
Claire Roberts	School Place Planning Officer	City of York Council	Education

Step 1 – Aims and intended outcomes

1.1	<p>What is the purpose of the proposal? Please explain your proposal in Plain English avoiding acronyms and jargon.</p>
	<p><i>To comply with School Admissions Code 2021 by consulting on the School Admission Arrangements for Admissions in 2025-2026</i></p>
1.2	<p>Are there any external considerations? (Legislation/government directive/codes of practice etc.)</p>
	<p><i>School Admissions Code 2021</i></p>
1.3	<p>Who are the stakeholders and what are their interests?</p>
	<p><i>City of York Council – fulfilling their statutory duty to provide school places for children and young people living in York</i> <i>Multi Academy Trusts – also complying with School Admissions Code 2021</i> <i>Other Local Authorities – ensuring school place sufficiency in particular in schools close to LA borders</i> <i>Families (parents & guardians, children & young people) – children and young people being allocated and attending school within the city.</i></p>

1.4	What results/outcomes do we want to achieve and for whom? This section should explain what outcomes you want to achieve for service users, staff and/or the wider community. Demonstrate how the proposal links to the Council Plan (2019- 2023) and other corporate strategies and plans.
	<i>The report requires the approval of the City of York Council Executive Member for Education to the changes to the admission arrangements of schools for which the City of York Council are the Admission Authority. It also seeks to make reference to any changes being made by other Admission Authorities who are responsible for the admission arrangements within their schools where City of York Council are not the Admission Authority but where City of York Council must ensure school place sufficiency to meet their statutory duty.</i>

Step 2 – Gathering the information and feedback

2.1	What sources of data, evidence and consultation feedback do we have to help us understand the impact of the proposal on equality rights and human rights? Please consider a range of sources, including: consultation exercises, surveys, feedback from staff, stakeholders, participants, research reports, the views of equality groups, as well your own experience of working in this area etc.	
	Source of data/supporting evidence	Reason for using
	Survey Monkey	To collate consultation responses
	Pupil Forecast data	To show pupil forecasts to evidence possible PAN changes

Step 3 – Gaps in data and knowledge

3.1	What are the main gaps in information and understanding of the impact of your proposal? Please indicate how any gaps will be dealt with.	
Gaps in data or knowledge		Action to deal with this

Step 4 – Analysing the impacts or effects.

4.1	Please consider what the evidence tells you about the likely impact (positive or negative) on people sharing a protected characteristic, i.e. how significant could the impacts be if we did not make any adjustments? Remember the duty is also positive – so please identify where the proposal offers opportunities to promote equality and/or foster good relations.		
Equality Groups and Human Rights.	Key Findings/Impacts	Positive (+) Negative (-) Neutral (0)	High (H) Medium (M) Low (L)
Age	No impact as the admissions include school age children and also children who may have deferred	0	L
Disability	No impact as children with an EHCP are dealt with via SEN Team and those without are dealt with through mainstream and there is no impact	0	L
Gender	No impact	0	L

ANNEX 1

Gender Reassignment	No impact	0	L
Marriage and civil partnership	No impact	0	L
Pregnancy and maternity	No impact	0	L
Race	No impact	0	L
Religion and belief	No impact	0	L
Sexual orientation	No impact	0	L
Other Socio-economic groups including :	Could other socio-economic groups be affected e.g. carers, ex-offenders, low incomes?		
Carer	No impact	0	L
Low income groups	No impact	0	L
Veterans, Armed Forces Community	No impact	0	L
Other	No impact	0	L
Impact on human rights:			
List any human rights impacted.	No impact	0	L

Use the following guidance to inform your responses:

Indicate:

- Where you think that the proposal could have a POSITIVE impact on any of the equality groups like promoting equality and equal opportunities or improving relations within equality groups
- Where you think that the proposal could have a NEGATIVE impact on any of the equality groups, i.e. it could disadvantage them
- Where you think that this proposal has a NEUTRAL effect on any of the equality groups listed below i.e. it has no effect currently on equality groups.

It is important to remember that a proposal may be highly relevant to one aspect of equality and not relevant to another.

<p>High impact (The proposal or process is very equality relevant)</p>	<p>There is significant potential for or evidence of adverse impact The proposal is institution wide or public facing The proposal has consequences for or affects significant numbers of people The proposal has the potential to make a significant contribution to promoting equality and the exercise of human rights.</p>
<p>Medium impact (The proposal or process is somewhat equality relevant)</p>	<p>There is some evidence to suggest potential for or evidence of adverse impact The proposal is institution wide or across services, but mainly internal The proposal has consequences for or affects some people The proposal has the potential to make a contribution to promoting equality and the exercise of human rights</p>
<p>Low impact (The proposal or process might be equality relevant)</p>	<p>There is little evidence to suggest that the proposal could result in adverse impact The proposal operates in a limited way The proposal has consequences for or affects few people The proposal may have the potential to contribute to promoting equality and the exercise of human rights</p>

Step 5 - Mitigating adverse impacts and maximising positive impacts

5.1	Based on your findings, explain ways you plan to mitigate any unlawful prohibited conduct or unwanted adverse impact. Where positive impacts have been identified, what is been done to optimise opportunities to advance equality or foster good relations?
The Admission Arrangements have a low impact as the process is fair, transparent, consistently applied and equitable for all.	

Step 6 – Recommendations and conclusions of the assessment

6.1	Having considered the potential or actual impacts you should be in a position to make an informed judgement on what should be done. In all cases, document your reasoning that justifies your decision. There are four main options you can take:
- No major change to the proposal – the EIA demonstrates the proposal is robust. There is no potential for unlawful discrimination or adverse impact and you have taken all opportunities to advance equality and foster good relations, subject to continuing monitor and review.	

- **Adjust the proposal** – the EIA identifies potential problems or missed opportunities. This involves taking steps to remove any barriers, to better advance equality or to foster good relations.
- **Continue with the proposal** (despite the potential for adverse impact) – you should clearly set out the justifications for doing this and how you believe the decision is compatible with our obligations under the duty
- **Stop and remove the proposal** – if there are adverse effects that are not justified and cannot be mitigated, you should consider stopping the proposal altogether. If a proposal leads to unlawful discrimination it should be removed or changed.

Important: If there are any adverse impacts you cannot mitigate, please provide a compelling reason in the justification column.

Option selected	Conclusions/justification
<p>- No major change to the proposal.</p>	<p>- the EIA demonstrates the proposal is robust. There is no potential for unlawful discrimination or adverse impact and you have taken all opportunities to advance equality and foster good relations, subject to continuing monitor and review.</p>

Step 7 – Summary of agreed actions resulting from the assessment

7.1 What action, by whom, will be undertaken as a result of the impact assessment.			
Impact/issue	Action to be taken	Person responsible	Timescale

Step 8 - Monitor, review and improve

8. 1	How will the impact of your proposal be monitored and improved upon going forward? Consider how will you identify the impact of activities on protected characteristics and other marginalised groups going forward? How will any learning and enhancements be capitalised on and embedded?
	We will consider and complete an EIA for each admission consultation going forward to take into account the impact of any changes

This page is intentionally left blank

Data Protection Impact Assessment (DPIA)

As there is no personal data, special categories of personal data or criminal offence data being processed, there is no requirement to complete a DPIA.

This is evidenced by completion of DPIA screening questions AD-01061.

This page is intentionally left blank

Primary and Infant Schools in the City of York

Local Authority area

Coordinated Admissions Scheme

Reception entry

2025 - 2026

Last Updated: July 2023

Last Approved:

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 2025.
2. This scheme complies with the requirements of the School Admissions Code 2021 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, admission authorities, neighbouring local authorities, parent/carers 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/admissions and in the Guide for Parents at www.york.gov.uk/guideforparents

B Making Applications

1. The standard way of making applications will be online at www.york.gov.uk/admissions where an online form ('the form') can be completed to apply for a school place. It is expected that most applications will be made online, but where applicants cannot apply online, they may request support from the LA, schools, or a paper application form known as the 'School admissions application for Primary School in September 2025'.
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](#).

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 online at www.york.gov.uk, and upon request from the Education Support Services team;
 - b) consider the implications of home to school transport when expressing their preferences. 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 Education Support 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 admission 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 (LA) form and the school is listed as a preference on it.
9. If the LA receives more than one application, for example both an online and paper application, and they differ, the LA will query this with the applicant. If the LA receives an application from more than one person claiming parental responsibility for the same child, and the content of these applications differ, the LA will inform both applicants. The LA will then not process any application(s) that differ until the applicants are either in agreement, or until one applicant can show the legal right to

have their preference(s) considered over the preference(s) of the other applicant.

10. The closing date for applications is 15 January 2025. 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 admission 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.

After 1 March 2025, the LA will not accept any late applications or changes of preference or changes of circumstances and treat them as 'on-time' applications or preferences, as to do so later would jeopardise the process of timely LA coordination.

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 may 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 preferences received via either an online application or the form.
2. Each admission 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 admission 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 admission 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 admission authority, rank all applicants according to the oversubscription criteria for those schools.

F Allocations

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 allocated to the child.

Where the child is eligible for a place at two or more of the nominated schools, they will be allocated a place at whichever of these schools is the highest ranked preference.

2. Each applicant will receive no more than one allocation of a school place. A place will be allocated 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 allocate 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 allocated a place at their schools before the date on which allocations are made. This list may be amended by the LA at a later date. Schools should not contact parent/carers until after allocations have been made by the LA.
5. Allocations will be made on the National Offer Day, 16 April 2025 or the next working day, if it falls on a weekend or bank holiday.
6. If a place cannot be allocated at a school named as a preference, a place will be allocated 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 2025.
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 LA, who will communicate this to the admission 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 admission 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 admission authority and other Local Authorities. The LA requires other admission authorities to inform the LA when places may become available, so that a coordinated allocation 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 admission 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 admission 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 admission authorities operating within this scheme, including the LA, schools that are their own admission authority, and other Local Authorities.

I Timetable

by 12 September 2024	Guide for Parents published online at www.york.gov.uk/guideforparents
by 12 September 2024	Opening date for applications. 'School admissions application for Primary School in September 2025' form made available and online applications start to be accepted at www.york.gov.uk/schooladmissions
by 15 November 2025	Letters sent to the home addresses of children who attend a nursery or early years provider in the City of York area and who are due to start Reception in September 2025, informing parent/carers that applications should be made online by 15 January 2025. Parent/carers without access to the internet will be informed they should contact School Services for a paper copy of the 'School admissions application for Primary School in September 2025' form.
15 January 2025	Closing date for 'on-time' applications (both online and by paper 'School admissions application for Primary School in September 2025' form)
from 16 January 2025	Applications received may be treated as 'late'
by 22 January 2025	Communicate the total number of first preferences expressed to each City of York primary and infant school
by 25 January 2025	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 25 January 2025	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 29 January 2025	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 19 February 2025	Receive completed ranked lists of all preferences from Voluntary Aided and Academy schools within the City of York area
by 18 February 2025	Last date by which Voluntary Aided and Academy schools can notify the Local Authority of an increase in the number of places to be allocated on National Offer Day. This is to allow the Local Authority good time to deliver its co-ordination responsibilities effectively. The number of places cannot be decreased below the PAN.
by 11 March 2025	First exchange of information, including to whom allocations can be made, to other coordinating Local Authorities for applicants resident outside the City of York area
by 11 March 2025	First exchange of information, including to whom allocations can be made, from other coordinating Local Authorities for applicants resident in the City of York area
by 25 March 2025	Final exchange of information, including to whom allocations can be made, to other coordinating Local Authorities for applicants resident outside the City of York area
by 25 March 2025	Final exchange of information, including to whom allocations can be made, from other coordinating Local Authorities for applicants resident in the City of York area
by 14 April 2025	Provide all City of York primary and infant schools with a provisional list of the children to be allocated a place at their schools.
16 April 2025 or next working day	Allocations communicated to City of York resident applicants by email and/or by letter

27 April 2025 – 31 August 2025	Communicate adjustments to allocations to schools and other admission authorities
20 May 2025	Deadline for return of appeal papers for 'on-time' applicants
10 June 2025 – 22 July 2025	Admissions appeals for 'on-time' applicants
September 2025	Start of the school year
31 December 2025	Earliest date waiting lists may close – the exact date for each admission authority may vary according to their admissions arrangements.

DRAFT

J Contact details for correspondence

City of York Council Education Support Services
 West Offices,
 Station Rise,
 York YO1 6GA
 01904 551554
 education@york.gov.uk

K City of York Primary and Infant Schools

Acomb Primary (Academy, 5-11)
 Badger Hill Primary (Academy, 5-11)
 Bishopthorpe Infant (Academy, 5-7)
 Burton Green Primary (Academy, 5-11)
 Carr Infant (Community, 5-7)
 Clifton Green Primary (Community, 5-11)
 Clifton with Rawcliffe Primary (Academy, 5-11)
 Copmanthorpe Primary (Community, 5-11)
 Dringhouses Primary (Community, 5-11)
 Dunnington CE Primary (Academy, 5-11)
 Elvington CE Primary (Voluntary Controlled, 5-11)
 Fishergate Primary (Community, 5-11)
 Haxby Road Primary (Academy, 5-11)
 Headlands Primary (Community, 5-11)
 Hempland Primary (Academy, 5-11)
 Heworth CE Primary (Academy, 5-11)
 Hob Moor Community Primary (Academy, 5-11)
 Huntington Primary (Academy, 5-11)
 Knavesmire Primary (Academy, 5-11)
 Lakeside Primary (Academy, 5-11)
 Lord Deramore's Primary (Voluntary Controlled, 5-11)
 Naburn CE Primary (Academy, 5-11)
 New Earswick Primary (Voluntary Controlled, 5-11)
 Osbaldwick Primary (Academy, 5-11)
 Our Lady Queen of Martyrs RC Primary (Academy, 5-11)

Park Grove Primary (Academy, 5-11)
Poppleton Ousebank (Academy, 5-11)
Poppleton Road Primary (Academy, 5-11)
Ralph Butterfield Primary (Community, 5-11)
Robert Wilkinson Primary (Academy, 5-11)
Rufforth Primary (Academy, 5-11)
Scarcroft Primary (Academy, 5-11)
Skelton Primary (Academy, 5-11)
St Aelred's RC Primary (Academy, 5-11)
St Barnabas' CE Primary (Voluntary Controlled, 5-11)
St George's RC Primary (Academy, 5-11)
St Lawrence's CE Primary (Academy, 5-11)
St Mary's CE Primary (Voluntary Controlled, 5-11)
St Oswald's CE Primary (Voluntary Controlled, 5-11)
St Paul's CE Primary (Voluntary Controlled, 5-11)
St Wilfrid's RC Primary (Academy, 5-11)
Stockton on the Forest Primary (Community, 5-11)
Tang Hall Primary (Academy, 5-11)
Westfield Primary Community (Community, 5-11)
Wheldrake with Thorganby CE Primary (Academy, 5-11)
Wigginton Primary (Community, 5-11)
Woodthorpe Primary (Academy, 5-11)
Yearsley Grove Primary (Community, 5-11)

[View school contact details](#)

School details correct at the time of update

This page is intentionally left blank

Junior Schools in the City of York Local Authority area

Coordinated Admissions Scheme

Year 3 entry

2025 - 2026

Last Updated: August 2023

Last Approved:



A Introduction

1. This coordinated scheme provides a framework for a fair and open way of determining applications to start junior school in September 2025.
2. This scheme complies with the requirements of the School Admissions Code 2021 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, admission authorities, neighbouring local authorities, parent/carers 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/admissions and in the Guide for Parents at www.york.gov.uk/guideforparents

B Making Applications

1. The standard way of making applications will be online at www.york.gov.uk/admissions where an online form ('the form') can be completed to apply for a school place. It is expected that most applications will be made online, but where applicants cannot apply online, they may request support from the LA, schools, or a paper application form known as the 'School admissions application for Junior School in September 2025'.
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](#).
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 online at www.york.gov.uk and upon request from the Education Support Services team;
 - b) consider the implications of home to school transport when expressing their preferences. 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 Education Support 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 admission 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 (LA) form and the school is listed as a preference on it.
9. If the LA receives more than one application, for example both an online and paper application, and they differ, the LA will query this with the applicant. If the LA receives an application from more than one

person claiming parental responsibility for the same child, and the content of these applications differ, the LA will inform both applicants. The LA will then not process any application(s) that differ until the applicants are either in agreement, or until one applicant can show the legal right to have their preference(s) considered over the preference(s) of the other applicant.

10. The closing date for applications is 15 January 2025. 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 admission 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.

After 1 March 2025, the LA will not accept any late applications or changes of preference or changes of circumstances and treat them as 'on-time' applications or preferences, as to do so later would jeopardise the process of timely LA coordination.

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 may 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 preferences received via either an online application or the form.
2. Each admission 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 admission 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 admission 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 admission authority, rank all applicants according to the oversubscription criteria for those schools.

F Allocations

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 allocated 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 allocation of a school place. A place will be allocated 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 allocate 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 allocated a place at their schools before the date on which allocations are made. This list may be amended by the LA at a later date. Schools should not contact parent/carers until after allocations have been made by the LA.
5. Allocations will be made on the National Offer Day, 16 April 2025 or the next working day, if it falls on a weekend or bank holiday.
6. If a place cannot be allocated at a school named as a preference, a place will be allocated 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. Allocations will be made to all City of York infant school pupils even if parent/carers have not applied for a school place as the LA has a responsibility to ensure a school place is available for every pupil. Allocations 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 2025.
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 LA, who will communicate this to the admission 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 admission 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 admission authority and other Local Authorities. The LA requires other admission authorities to inform the LA when places may become available, so

that a coordinated allocation 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 admission 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 admission 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 admission authorities operating within this scheme, including the LA, schools that are their own admission authority, and other Local Authorities.

I Timetable

by 12 September 2024	Guide for Parents published online at www.york.gov.uk/guideforparents
by 12 September 2024	Opening date for applications. 'School admissions application for Junior School in September 2025' form made available and online applications start to be accepted at www.york.gov.uk/schooladmissions
15 January 2025	Closing date for 'on-time' applications (both online and by paper 'School admissions application for Junior School in September 2025' form)
from 16 January 2025	Applications received may be treated as 'late'
by 22 January 2025	Communicate the total number of first preferences expressed to each City of York primary and infant school
by 25 January 2025	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 25 January 2025	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 29 January 2025	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 18 February 2025	Receive completed ranked lists of all preferences from Voluntary Aided and Academy schools within the City of York area
by 18 February 2025	Last date by which Voluntary Aided and Academy schools can notify the Local Authority of an increase in the number of places to be allocated

	on National Offer Day. This is to allow the Local Authority good time to deliver its co-ordination responsibilities effectively. The number of places cannot be decreased below the PAN.
by 11 March 2025	First exchange of information, including to whom allocations can be made, to other coordinating Local Authorities for applicants resident outside the City of York area
by 11 March 2025	First exchange of information, including to whom allocations can be made, from other coordinating Local Authorities for applicants resident in the City of York area
by 25 March 2025	Final exchange of information, including to whom allocations can be made, to other coordinating Local Authorities for applicants resident outside the City of York area
by 25 March 2025	Final exchange of information, including to whom allocations can be made, from other coordinating Local Authorities for applicants resident in the City of York area
by 14 April 2025	Provide all City of York primary and infant schools with a provisional list of the children to be allocated a place at their schools.
16 April 2025 or next working day	Allocations communicated to City of York resident applicants by email and/or by letter
27 April 2025 – 31 August 2025	Communicate adjustments to allocations to schools and other admission authorities
20 May 2025	Deadline for return of appeal papers for 'on-time' applicants
10 June 2025 – 22 July 2025	Admissions appeals for 'on-time' applicants
September 2025	Start of the school year
31 December 2025	Earliest date waiting lists may close – the exact date for each admission authority may vary according to their admissions arrangements.

J Contact details for correspondence

City of York Council Education Support Services
West Offices,
Station Rise,
York YO1 6GA
01904 551554
education@york.gov.uk

K City of York Junior Schools

Carr Junior School (Academy 7-11)
Archbishop Of York Junior School (Academy 7-11)

DRAFT

This page is intentionally left blank

Secondary Schools in the City of York

Local Authority area

Coordinated Admissions Scheme

Year 7 entry

2025 - 2026

Last Updated: August 2023

Last Approved:

A Introduction

1. This coordinated scheme provides a framework for a fair and open way of determining applications to start secondary school in September 2025.
2. This scheme complies with the requirements of the School Admissions Code 2021 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, admission authorities, neighbouring local authorities, parent/carers 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/admissions and in the Guide for Parents at www.york.gov.uk/guideforparents

B Making Applications

1. The standard way of making applications will be online at www.york.gov.uk/admissions where an online form ('the form') can be completed to apply for a school place. It is expected that most applications will be made online, but where applicants cannot apply online, they may request support from the LA, schools, or a paper application form known as the 'School admissions application for Secondary School in September 2025'.
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
 - d) address at which the child is ordinarily resident. Further information on the address can be found in the Guide for Parents.
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 for Parents](#), online at www.york.gov.uk, and upon request from the Education Support Services team;
 - b) consider the implications of home to school transport when expressing their preferences. 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 Education Support 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 admission 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 (LA) form and the school is listed as a preference on it.
9. If the LA receives more than one application, for example both an online and paper application, and they differ, the LA will query this with the applicant. If the LA receives an application from more than one

person claiming parental responsibility for the same child, and the content of these applications differ, the LA will inform both applicants. The LA will then not process any preference(s) that differ until the applicants are either in agreement, or until one applicant can show the legal right to have their preference(s) considered over the preference(s) of the other applicant.

10. The closing date for applications is 31 October 2024. 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 or junior 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 admission 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.

After 15 January 2025, the LA will not accept any late applications or changes of preference or changes of circumstances and treat them as 'on-time' applications or preferences, as to do so later would jeopardise the process of timely LA coordination.

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 may 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 preferences received via either an online application or the form.
2. Each admission 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 admission 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 admission 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 admission authority, rank all applicants according to the oversubscription criteria for those schools.

F Allocations

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 allocated 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 allocation of a school place. A place will be allocated 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 allocate 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 allocated a place at their schools before the date on which allocations are made. This list may be amended by the LA at a later date. Schools should not contact parent/carers until after allocations have been made by the LA.
5. Allocations will be made on the National Offer Day, 1 March 2025 or next working day if it falls on a weekend or bank holiday.
6. If a place cannot be allocated at a school named as a preference, a place will be allocated 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. Allocations 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 place is available for every pupil. Allocations 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 2025.
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 LA, who will communicate this to the admission 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 admission 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 admission authority and other Local Authorities. The LA requires other admission authorities to inform the LA when places may become available, so

that a coordinated allocation 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 admission 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 admission 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 admission authorities operating within this scheme, including the LA, schools that are their own admission authority, and other Local Authorities.

I Timetable

by 12 September 2024	Guide for Parents published online at www.york.gov.uk/guideforparents
by 12 September 2024	Opening date for applications. 'School admissions application for Secondary School in September 2025' form made available and online applications start to be accepted at www.york.gov.uk/schooladmissions
by 14 September 2024	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 2024. Parent/carers without access to the internet will be informed they should contact the School Services team for a paper copy of the 'School admissions application for Secondary School in September 2025' form.
September 2023 – October 2023	Secondary school open evenings
31 October 2024	Closing date for 'on-time' applications (both online and by paper 'School admissions application for Secondary School in September 2024' form)
from 01 November 2024	Applications received may be treated as 'late'

by 15 November 2024	Communicate the total number of first preferences expressed to each City of York secondary school
by 15 November 2024	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 15 November 2024	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 04 December 2024	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 11 January 2025	Receive completed ranked lists of all preferences from Voluntary Aided and Academy schools within the City of York area
by 11 January 2025	Last date by which Voluntary Aided and Academy schools can notify the Local Authority of an increase in the number of places to be allocated on National Offer Day. This is to allow the Local Authority good time to deliver its co-ordination responsibilities effectively. The number of places cannot be decreased below the PAN.
by 18 January 2025	First exchange of information, including to whom allocations can be made, to other coordinating Local Authorities for applicants resident outside the City of York area

by 18 January 2025	First exchange of information, including to whom allocations can be made, from other coordinating Local Authorities for applicants resident in the City of York area
by 15 February 2025	Final exchange of information, including to whom allocations can be made, to other coordinating Local Authorities for applicants resident outside the City of York area
by 15 February 2025	Final exchange of information, including to whom allocations can be made, from other coordinating Local Authorities for applicants resident in the City of York area
by 26 February 2025	Provide all City of York secondary schools with a provisional list of the pupils to be allocated a place at their schools
01 March 2025 or next working day	Allocations communicated to City of York resident applicants by email and/or by letter
12 March 2025 – 31 August 2025	Communicate adjustments to allocations to schools and other admission authorities
31 March 2025	Deadline for return of appeal papers for 'on-time' applicants
29 April 2025 – 18 June 2025	Admission appeals for 'on-time' applicants
September 2025	Start of the school year
31 December 2025	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 Education Support Services
West Offices,
Station Rise,
York YO1 6GA
01904 551554
education@york.gov.uk

K City of York Secondary Schools

All Saints' RC School (Academy, 11-18)
Archbishop Holgate's CE School (Academy, 11-18)
Fulford School (Academy, 11-18)
Huntington School (Community, 11-18)
Joseph Rowntree School (Voluntary Controlled, 11-18)
Manor CE Academy (Academy, 11-16)
Millthorpe School (Academy, 11-16)
Vale of York Academy (Academy, 11-16)
York High School (Academy, 11-16)

[View school contact details](#)

School details correct at the time of update

Community and Voluntary Controlled Primary and Infant Schools

Admissions Policy – Reception entry

2025 - 2026

Last updated: August 2023

Last Approved:

Introduction

- 1 This policy applies to those schools where the Local Authority (LA), City of York Council, is the admission authority – that is all community and voluntary controlled primary and infant schools within the City of York area. The LA is responsible for determining the school's admissions arrangements (including this policy) and deciding who can be allocated a place in accordance with it.
- 2 This policy 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](#).
- 3 The mechanisms and content of this policy may also be adopted by other admission authorities wishing to reflect the aims of this policy in their own admission arrangements. The LA will offer assistance where requested to other admission authorities with schools in the City of York LA area who wish to adopt similar arrangements for the benefit of residents of the LA area.
- 4 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.
- 5 The LA policy for allocating primary and infant school places is designed to be as fair as possible while ensuring that resources are used sensibly. The LA works closely with the head teachers and governing bodies of all schools in school place planning and organisation regarding the numbers of places that can be allocated.

- 6 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.
- 7 The admission of children into the Reception year at 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 a community or voluntary controlled 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.
- 8 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 Admissions team. It is recommended that all applicants consider the information in the [Guide for Parents](#) before making an application.
- 9 The admission of children with an Education, Health and Care plan are covered by different admission regulations. Following negotiation, once a school has been named, a place will be allocated for these children 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 'delayed 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 school, as long as their admission is not delayed beyond

the point at which they reach compulsory school age. A child normally reaches compulsory school age at the start of the term following their fifth birthday. The table below sets out the position:

Date of birth	Date of compulsory school age	Latest date child may start school full-time
1 September 2020 - 31 December 2020	31 December 2025	The start of the 'Spring' term in January 2026
1 January 2021 - 31 March 2021	31 March 2026	The start of the 'Summer' term in April 2026
1 April 2021 - 31 August 2021	31 August 2026	The start of the 'Autumn' term in September 2026

If you would like to delay your child's entry, so they do not start full-time in September 2025, you must still apply at the normal time. Once allocated a school place, you should then advise the school in writing of your child's intended start date and keep in regular contact with the school regarding any changes to this intended date. Start dates are recommended to be at the start of each half term, but these can be varied by agreement with the school.

The school will hold a place for that child and not offer it to another child during the remainder of the Reception year. You should contact the school to make arrangements for admission of your child by no later than 20 school days before the intended start date. If you do not contact the school in the 20 school days before an intended and/or previously communicated start date, the school will make all reasonable efforts to contact you by telephone and in writing at any known physical address or email address. In the event that all attempts to contact you are unsuccessful, the school place may be withdrawn.

- 3 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, but if you would like to discuss part-time education for your child so they do not start full-time in September 2025, you must still apply at the normal time. Once allocated a school place, you should then ask the school in writing what part-time provision may be offered, advise them of your child's intended full-

time start date and keep in regular contact with the school regarding any changes to this intended date.

- 4 Some parent/carers of 'summer born' children (those children born between 01 April and 31 August) may wish to investigate the possibility of 'deferred entry' into a lower year group. If you are considering this for your child, please contact the [Education Support Services team](#) who can provide you with information and advice.

If you would like to defer your child's entry, so they do not start in Reception in September 2025 but instead start Reception in September 2026, you must still apply at the normal time and parallel to your application, put a formal request in writing to defer your child's admission to a lower year group.

For the purposes of coming to a decision on such deferrals for those children living in the City of York, the LA has developed a city-wide policy and invited all other admission authorities to take part in joint arrangements. More information on delayed and deferred entry can be found in the Education Support Services [City of York Delayed and Deferred Admissions Policy](#).

Places are not held open for children who defer entry, so parent/carers must, if their request is approved, reapply **by 15 January the following year** for a place in Reception alongside children who are one school year younger. Parent/carers may make an identical application for the same schools, or request different schools from their initial application.

Parents/carers should be aware that as the numbers of applications and preferences, and even the number of available places, may differ from year to year, that a deferral does not mean a place at the same school can be allocated one year later. It will not be known which school is allocated for an agreed deferral until National Offer Day in the school year the child turns 5 and the results of the application one year later **may result in a different school being allocated**.

- 5 If you would like to investigate accelerating your child's entry, so they do not start in the year group relevant to the child's age (the school year they turn five), but instead start at an earlier time, you should contact the LA at an early stage to discuss your intentions and what the best approach might be.

If you would like to accelerate your child's entry, you should then put a formal request in writing, together with any supporting information, by no later than 29 November 2024. The LA will then consider your request, if necessary in conjunction with other schools, early years providers and professionals.

If the request is approved, wherever possible you should submit an application as part of the normal admissions round, for the year group it has been agreed is the most appropriate for the child. Parents/carers should make it clear in their application that an application out of the usual year group has been agreed. The application will then be considered in accordance with this admissions policy. The LA will not give the application lower priority on the basis that the child is being admitted out of their normal age group. If the request is rejected, you should apply in the usual way for your child to join their correct age group. Should parents/carers disagree with a decision to refuse their request, they should put their complaint in writing and follow the LA's complaints policy.

- 6 Applications should be made by the closing date for applications which is 15 January 2025. Applications can be made online at <http://www.york.gov.uk/admissions>. It is expected that most applications will be made online, but where applicants cannot apply online, they may request support from the LA, schools, or a paper application form known as the 'School admissions application for Primary School in September 2025'.
- 7 When making an application, parent/carers are advised to supply any additional information that may be required to the admission authority in writing, preferably 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 social or medical needs which relate to the preferred school. Further guidance on additional information can be found in the [Guide for Parents](#).

- 8 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 the number of pupils that can be admitted in reception, Year 1 and Year 2. For these reasons each school has a Published Admission Number – that is the number of places available that will be offered in the year of entry.
- 9 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.
- 10 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. Catchment areas are designated by the LA and are made available to online at www.york.gov.uk and upon request from the Education Support Services team.

B Oversubscription criteria

Some schools will be oversubscribed – that is where the number of applicants exceeds the Published 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 currently or have previously been, in the care of a local authority; all children who have been adopted from local authority care, subject to an adoption, residence or special guardianship order; and all children who appear to have been in state care outside of England and ceased to be in state care as a result of adoption, residence or special guardianship order;

It is the responsibility of parent/carers, or the child's social worker to provide the information to the admission authority that this criterion applies.

- 2 **Children who live within the catchment area normally served by the preferred school, with a sibling at the preferred school at the time of admission.** Catchment areas are designated by the LA and are made available to parent/carers online at www.york.gov.uk, and upon request from the Education Support Services team. Siblings are defined as brothers or sisters living in the same house, as their primary place of residence (including half-, step- and foster-brothers or sisters);

The LA uses the address provided in the application, and using GIS software, determines which catchment area an address, and therefore a child, resides in. This address must be the address at which the child is ordinarily resident. Further detailed advice on addresses is contained within the [Guide for Parents](#).

It is the responsibility of parent/carers to include with their application the name of any sibling(s) where this criterion applies for checking by the LA.

- 3 **Children who live within the catchment area normally served by the preferred school.** Catchment areas are designated by the LA and are made available to parent/carers online at www.york.gov.uk, and upon request from the Education Support Services team;

The LA uses the address provided in the application, and using GIS software, determines which catchment area an address, and therefore a child, resides in. This address must be the address at which the child is ordinarily resident. Further detailed advice on addresses is contained within the [Guide for Parents](#).

- 4 **Children considered by the admission authority to have exceptional social or medical needs which makes the preferred school the most suitable school for the child.** The admission 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;

It is the responsibility of parent/carers to provide the additional information where they believe this criterion applies. To be given priority on this basis, the admission authority would have to be satisfied that the child's needs were such that the preferred school would be the most suitable school for the child.

Admissions officers defer these considerations and decisions to a panel of children's services officers, in areas such as safeguarding and education social care. This 'Exceptional Social and Medical (ESM) Panel' considers any documentation provided by parent/carers and assesses whether these needs are 'exceptional' in nature. Admissions officers have no decision-making role in this process and only identify those applications to be considered by the ESM Panel and request further information from parent/carers. Those applications with supporting information that the ESM Panel determines are 'exceptional' would have to be where only the preferred school could meet the child's need.

- 5 **Children with a sibling 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-, step and foster-brothers or sisters);

It is the responsibility of parent/carers to include with their application the name of any sibling(s) where this criterion applies for checking by the LA.

- 6 **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 closest entrance of the school.

Distances are measured using a system of walking routes rather than straight line distances to better reflect the length of the journey from home to school. Within a contiguous urban area these routes are those that are properly paved and lit alongside roads and other walkways and do not include the York outer ring road. Outside a contiguous urban area, for example for applications from outside the City of York area, these distances continue to be measured along the road network.

Where there are fewer places than children in an oversubscription priority as above, in order to decide to whom places will be allocated, the following tie-breakers will be applied:

- first, to the child(ren) who also fulfil the next highest priority;
- second, to the child(ren) living closest to the school as defined in priority 6;
- and third, if the measurement of the distance from home to school above does not distinguish between two or more applicants with equal priority, random allocation will be used as the final tie-breaker, and independently verified.

Where the application of the above would lead to a place being made available for a child of multiple birth, but not their sibling(s), we will work within the Admissions Code in order to make a place available for the sibling(s) wherever reasonably possible.

For example, for two children who are both resident in the catchment area without a sibling on roll at the time of admission and are thus assigned the same (third) priority, the place would first be allocated to

the child who also fulfils the next highest priority, for example, an exceptional social or medical need (fourth priority) over a child who lives closer to the school (sixth priority).

C Appeals

- 1 Applicants refused a place at the school have a statutory right of appeal. If a preference for a place at the school is refused, the applicant will be informed of the reasons and of their right of appeal. This right does not apply if they are allocated a place but it is not in their preferred year group.
- 2 Appeals are heard by an independent appeals panel and their decisions are legally binding in line with the School Admission Appeals Code. We will publish our appeals timetable at www.york.gov.uk/admissions by 28 February 2025. Applicants who wish to appeal should contact the School Admissions team to request the correct appeal form. Appeal forms should be returned within 20 school days of the date the place was refused.
- 3 Applicants will only be able to appeal once in any one school year unless, in exceptional circumstances, the admission authority has accepted a second application because of a significant and material change in the circumstances of the parent/carer, child or school.

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 2025 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 admission 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 policy.

F Waiting List

- 1 If a school is oversubscribed, a waiting list will be held from when offers have been made until 31 December 2025. After 31 December 2025, if there is still a waiting list, an 'in-year' waiting list is then held until the end of that school year. Beyond the first school year, refused preferences do not 'roll over' into future school years. Should applicants wish to remain on a waiting list for a future school year, they should submit a new application once application for the following school year open in mid June and ideally before 5 July in the relevant year.
- 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 admission authority. The list will also contain all other on-time and late preferences that have been refused or are requested. Should a place become available while the waiting list is in operation, a place will be made available to the applicant on the top of the waiting list on the day the place became available.

- 3 Applications may only be made once for each school year unless there has been a significant and material change in the circumstances of the parent/carer, child or school, which the admission authority agrees requires a new application.
- 4 Being on a waiting list does not affect a parent's/carer's right of appeal against an unsuccessful preference.

DRAFT

G Timetable

by 12 September 2024	Opening date for applications. 'School admissions application for Primary School in September 2025' form made available and online applications start to be accepted at www.york.gov.uk/admissions
15 January 2025	Closing date for 'on-time' applications (both online and by paper 'School admissions application for Primary School in September 2025' form)
from 16 January 2025	Applications received may be treated as 'late'
16 April 2025 or next working day	National Offer Day
20 May 2025	Deadline for return of appeal papers for 'on-time' applicants
10 June 2025 – 22 July 2025	Admission appeals for 'on-time' applicants
September 2025	Start of the school year
31 December 2025	Waiting list for all community and voluntary controlled primary and infant schools closes

H Contact details for correspondence

City of York Council Education Support 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

Carr Infant (Community, 5-7)
Clifton Green Primary (Community, 5-11)
Copmanthorpe Primary (Community, 5-11)
Dringhouses Primary (Community, 5-11)
Elvington CE Primary (Voluntary Controlled, 5-11)
Fishergate Primary (Community, 5-11)
Headlands Primary (Community, 5-11)
Lord Deramore's Primary (Voluntary Controlled, 5-11)
Naburn Primary School (Voluntary Controlled, 5-11)
Ralph Butterfield Primary (Community, 5-11)
St Barnabas' CE Primary (Voluntary Controlled, 5-11)
St Mary's CE Primary (Voluntary Controlled, 5-11)
St Oswald's CE Primary (Voluntary Controlled, 5-11)
St Paul's CE Primary (Voluntary Controlled, 5-11)
Stockton on the Forest Primary (Community, 5-11)
Westfield Primary Community (Community, 5-11)
Wigginton Primary (Community, 5-11)
Yearsley Grove Primary (Community, 5-11)

[View school contact details](#)

School details correct at the time of update

This page is intentionally left blank

Community and Voluntary Controlled Secondary Schools

Admissions Policy – Year 7 entry 2025- 2026

Last Updated: August 2023

Last Approved:

Introduction

- 1 This policy applies to those schools where the Local Authority (LA), City of York Council, is the admission authority – that is all community and voluntary controlled secondary schools within the City of York area. The LA is responsible for determining the school's admission arrangements (including this policy) and deciding who can be allocated a place in accordance with it.
- 2 This policy 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 for the first time. It does not apply to 'in-year' applications for a place at a secondary school. In-year admission 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 <https://www.york.gov.uk/admissions>
- 3 The mechanisms and content of this policy may also be adopted by other admission authorities wishing to reflect the aims of this policy in their own admission arrangements. The LA will offer assistance where requested to other admission authorities with schools in the City of York LA area who wish to adopt similar arrangements for the benefit of residents of the LA area.
- 4 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.
- 5 The LA policy for allocating secondary school places is designed to be as fair as possible while ensuring that resources are used sensibly. The LA works closely with the head teachers and governing bodies of all schools in school place planning and organisation regarding the numbers of places that can be allocated.

- 6 Under the secondary school admission arrangements the allocation of places is based on where the child/parent lives and the preferences of parent/carers.
- 7 Attendance at a particular primary or junior school does not give a child any priority for admission to a secondary school, even if both schools are community or voluntary controlled schools, located on the same premises, or run by or share the same leadership or resources.
- 8 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 Admissions team. It is recommended that all applicants consider the information in the [Guide for Parents](#) before making an application.
- 9 The admission of children with an Education, Health and Care plan are covered by different admission regulations. Following consultation, once a school has been named, a place will be allocated for these children 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 If you would like to investigate accelerating your child's entry, so they do not start in the year group relevant to the child's age, but instead start at an earlier time, you should contact the LA at an early stage to discuss your intentions and what the best approach might be.

If you would like to accelerate your child's entry, you should then put a formal request in writing, together with any supporting information, an

details of whether your child has previously been educated out of their chronological age group, by no later than 29 November 2024. The LA will then consider your request, if necessary in conjunction with other schools and professionals.

If the request is approved, wherever possible you should submit an application as part of the normal admissions round, for the year group it has been agreed is the most appropriate for the child. Parents/carers should make it clear in their application that an application out of the usual year group has been agreed. The application will then be considered in accordance with this admissions policy. The LA will not give the application lower priority on the basis that the child is being admitted out of their normal age group. If the request is rejected, you should apply in the usual way for your child to join their correct age group. Should parents/carers disagree with a decision to refuse their request, they should put their complaint in writing and follow the LA's complaints policy.

- 3 Applications should be made by the closing date for applications which is 31 October 2024. Applications can be made online at <http://www.york.gov.uk/admissions> It is expected that most applications will be made online, but where applicants cannot apply online, they may request support from the LA, schools, or a paper application form known as the 'School admission application for Secondary School in September 2025'.
- 4 When making an application, parent/carers are advised to supply any additional information that may be required to the admission authority in writing, preferably 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 social or medical needs which relate to the preferred school. Further guidance on additional information can be found in the <http://www.york.gov.uk/guideforparents>

- 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 pupils that can go to a school each year these standards could not be maintained. For this reason each school has a Published 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. Catchment areas are designated by the Local Authority and are made available online at www.york.gov.uk and upon request from the Education Support Services team.

B Oversubscription criteria

Some schools will be oversubscribed – that is where the number of applicants exceeds the Published 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 children who are currently or have previously been, in the care of a local authority; all children who have been adopted from local authority care, subject to an adoption, residence or special guardianship order; and all children who appear to have been in state care outside of England and ceased to be in state care as a result of adoption, residence or special guardianship order;

It is the responsibility of parent/carers, or the pupil's social worker to provide the information to the admission authority that this criterion applies.

- 2 **Pupils who live within the catchment area normally served by the preferred school, with a sibling at the preferred school at the time of admission.** Catchment areas are designated by the Local Authority and are made available to parent/carers online at www.york.gov.uk, and upon request from the School Admissions team. Siblings are defined as brothers or sisters living in the same house, as their primary place of residence (including half-, step-and foster-brothers or sisters);

The LA uses the address provided in the application, and using GIS software, determines which catchment area an address, and therefore a pupil, resides in. This address must be the address at which the pupil is ordinarily resident. Further detailed advice on addresses is contained within the [Guide for Parents](#).

It is the responsibility of parent/carers to include with their application the name of any sibling(s) where this criterion applies for checking by the LA.

- 3 **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 online at www.york.gov.uk, and upon request from the School Admissions team; The LA uses the address provided in the application, and using GIS software, determines which catchment area an address, and therefore

a pupil, resides in. This address must be the address at which the pupil is ordinarily resident. Further detailed advice on addresses is contained within the [Guide for Parents](#).

- 4 **Pupils considered by the admission authority to have exceptional social or medical needs which makes the preferred school the most suitable school for the pupil.** The admission 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; It is the responsibility of parent/carers to provide the additional information where they believe this criterion applies. To be given priority on this basis, the admission authority would have to be satisfied that the pupil's needs were such that the preferred school would be the most suitable school for the pupil.

Admissions officers defer these considerations and decisions to a panel of children's services officers, in areas such as safeguarding and education social care. This 'Exceptional Social and Medical (ESM) Panel' considers any documentation provided by parent/carers and assesses whether these needs are 'exceptional' in nature. Admissions officers have no decision-making role in this process and only identify those applications to be considered by the ESM Panel and request further information from parent/carers. Those applications with supporting information that the ESM Panel determines are 'exceptional' would have to be where only the preferred school could meet the pupil's need.

- 5 **Pupils with a sibling 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-, step and foster-brothers or sisters);

It is the responsibility of parent/carers to include with their application the name of any sibling(s) where this criterion applies for checking by the LA.

- 6 **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 closest entrance of the school.

Distances are measured using a system of walking routes rather than straight line distances to better reflect the length of the journey from home to school. Within a contiguous urban area these routes are those that are properly paved and lit alongside roads and other walkways and do not include the York outer ring road. Outside a contiguous urban area, for example for applications from outside the City of York area, these distances continue to be measured along the road network.

Where there are fewer places than pupils in an oversubscription priority as above, in order to decide to whom places will be allocated, the following tie-breakers will be applied:

- first, to the pupil(s) who also fulfil the next highest priority;
- second, to the pupil(s) living closest to the school as defined in priority 6;
- and third, if the measurement of the distance from home to school above does not distinguish between two or more applicants with equal priority, random allocation will be used as the final tie-breaker, and independently verified.

Where the application of the above would lead to a place being made available for a pupil of multiple birth, but not their sibling(s), we

will work within the Admissions Code in order to make a place available for the sibling(s) wherever reasonably possible.

For example, for two pupils who are both resident in the catchment area without a sibling on roll at the time of admission and are thus assigned the same (third) priority, the place would first be allocated to the pupil who also fulfils the next highest priority, for example, an exceptional social or medical need (fourth priority) over a pupil who lives closer to the school (sixth priority).

C Appeals

- 1 Applicants refused a place at the school have a statutory right of appeal. If a preference for a place at the school is refused, the applicant will be informed of the reasons and of their right of appeal. This right does not apply if they are allocated a place but it is not in their preferred year group.
- 2 Appeals are heard by an independent appeals panel and their decisions are legally binding in line with the School Admission Appeals Code. We will publish our appeals timetable at www.york.gov.uk/admissions by 28 February 2025. Applicants who wish to appeal should contact the School Admissions team to request the correct appeal form. Appeal forms should be returned within 20 school days of the date the place was refused.
- 3 Applicants will only be able to appeal once in any one school year unless, in exceptional circumstances, the admission authority has accepted a second application because of a significant and material change in the circumstances of the parent/carer, pupil or school.

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 2024 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 admission 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 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 policy.

F Waiting List

- 1 If a school is oversubscribed, a waiting list will be held from when offers have been made until 31 December 2025. After 31 December 2025, if there is still a waiting list, an 'in-year' waiting list is then held until the end of that school year. Beyond the first school year, refused preferences do not 'roll over' into future school years. Should applicants wish to remain on a waiting list for a future school year, they should submit a new application from mid June when application are open and preferably by **5 July** in the relevant year.
- 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 admission authority. The list will also contain all other on-time and late preferences that have been refused or are requested. Should a place become available while the waiting list is in operation, a place will be made available to the applicant on the top of the waiting list on the day the place became available.
- 3 Applications may only be made once for each school year unless there has been a significant and material change in the circumstances of the parent/carer, pupil or school, which the admission authority agrees requires a new application.
- 4 Being on a waiting list does not affect a parent's/carer's right of appeal against an unsuccessful preference.

G Timetable

by 12 September 2024	Opening date for applications. 'School admission application for Secondary School in September 2025' form made available and online applications start to be accepted at www.york.gov.uk/admissions
September 2024 – October 2024	Secondary school open evenings
31 October 2024	Closing date for 'on-time' applications (both online and by paper 'School admission application for Secondary School in September 2025' form)
from 01 November 2024	Applications received may be treated as 'late'
01 March 2025 or next working day	National Offer Day
31 March 2025	Deadline for return of appeal papers for 'on-time' applicants
29 April 2025 – 18 June 2025	Admission appeals for 'on-time' applicants
September 2025	Start of the school year
31 December 2025	Waiting list for all community and voluntary controlled secondary schools closes

H Contact details for correspondence

City of York Council Education Support Services
 West Offices,
 Station Rise,
 York YO1 6GA
 01904 551554
education@york.gov.uk

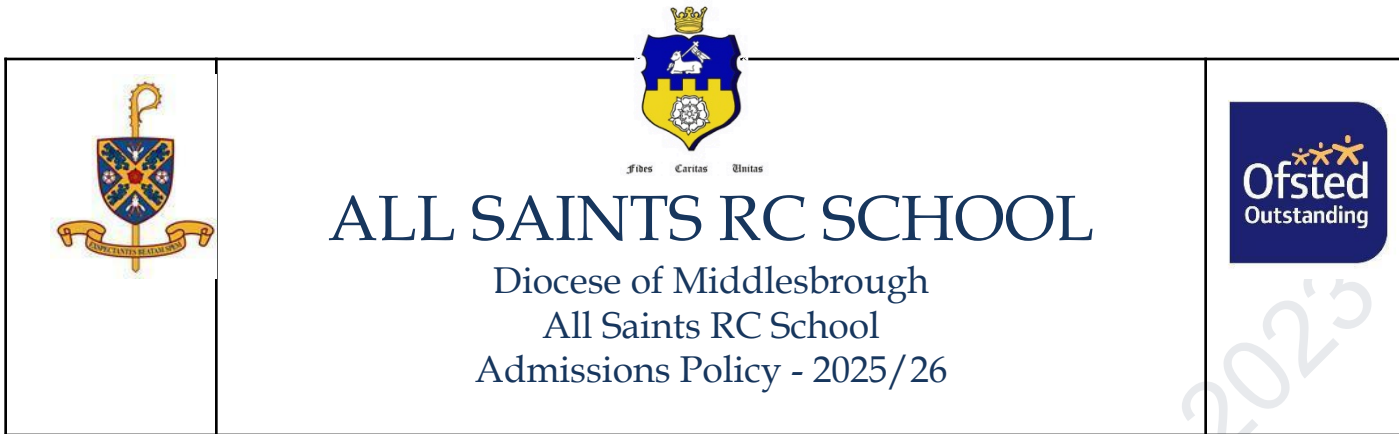
I City of York Community and Voluntary Controlled Secondary Schools

Huntington School (Community, 11-18)
 Joseph Rowntree School (Voluntary Controlled, 11-18)

[View school contact details](#)

DRAFT

This page is intentionally left blank



‘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 children of Catholic families (see definition note 3). Whenever there are more applications than places available, priority will always be given to Catholic children in accordance with the oversubscription criteria listed below. **All Saints RC School is part of the Nicholas Postgate Catholic Academy Trust. The Executive Board of NPCAT fulfills the function of the Admissions Authority for all 38 of its schools. This function includes ‘Place Planning’ and the determination of ‘Admissions Policy’.** The operational administration of the Admissions Policy is delegated to employees at the school. 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 Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school’s activity. It is essential that the Catholic character of the school’s education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The governing body is the admission authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round excluding admission to year 12 **and any additional admissions up to the capacity in Year 10.** The governing body has set its admission number at 178 pupils for year 7 entry, **193 pupils for year 10 when pupils move to upper school site** and 250 for applicants to year 12 in the school year which begins in September 2025.

The Admissions Policy Criteria will be applied on an Equal Preference basis.

This policy satisfies the statutory requirements of the local authority and the Diocese of Middlesbrough.

2. Aims

This policy establishes the principles by which students will be admitted into the school in the event that 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. Applications for Year 7 Main Round Entry to start school September 2025

How and when to apply

Applications must be made to the Local Authority in which you live or on a 'School admissions application for Secondary School in September 2025' form. For City of York Council residents the following link may be used <http://www.york.gov.uk/parentportal>.

All Saints RC School is a Voluntary Aided Catholic school, consequently parents should also complete the Supplementary Information Form (SIF) as this is used to determine whether you are applying under a specific category. Please note that it is the responsibility of the parent/carer to complete all elements of the application and supply the relevant evidence. Reminders will not be sent in respect of part completed applications.

All applications must be received by **31 October** in the year preceding admission. Failure to provide a Supplementary Information Form (SIF) could affect the category your application is placed in.

Pupils with an Education, Health and Care Plan or a Statement of Special Educational Needs

The admission of pupils with a statement of Special Educational Needs or an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with a Statement of Special Educational Needs or Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

Admission of a child outside their normal age group into Year 7

Parents may seek a place for their child outside of their normal age group, for example if the child is gifted and talented or has experienced problems such as ill health. **If a parent wishes to request admission of their child outside of their normal year group, they must contact the school to discuss the request six weeks before the closing date of the admission period for their child's normal year group. The request will then be considered by the Admissions Authority. If the Admissions Authority agrees to the request, the parent will be notified and should submit an application in the application window for the deferred year.**

Please note – the deferred application will be considered against all other applications for entry that year, based upon a strict application of the admissions criteria. Please note, agreement to deferral does not automatically mean your child will be offered a place at school in the subsequent year.

Late Applications

Any applications received after the closing date will be accepted but considered only after those received by the closing date.

Oversubscription Criteria

Where there are more applications for admission into Year 7 than the number of places available, places will be offered according to the following order of priority:

1. Catholic looked after and previously looked after children. (see definition note 2 below)
2. Catholic children from our named feeder schools (see definition note 1 below).
3. Catholic children of members of school staff who have been employed at the school for two or more years at the time at which the application for admission to the school is made; or the member of staff is recruited to fill a vacant post for which there is a demonstrable skills shortage
4. Other Catholic children.
5. Other looked after and previously looked after children. (see definition note 2 below)
6. Catechumens. (see definition note 4)
7. Other children of members of school staff who have been employed at the school for two or more years at the time at which the application for admission to the school is made; or the member of staff is recruited to fill a vacant post for which there is a demonstrable skills shortage
8. Other children from our named feeder schools who do not meet criteria 1 to 7.
9. Children who are baptised or dedicated members of other Christian denominations (see definition note 7)
10. Children with one or more parents that are in the armed services
11. All other applicants.

Within each of the categories listed above, the following provisions will be applied in the following order:

- (i) The attendance of a sibling at the school at the time of enrolment will increase the propriety of an application within each category so that the application will be placed at the top of the category in which the application is made (see definition note 5)

Tie-break Criteria

Where the offer of places to applicants in any of the categories would lead to oversubscription within that category, after consideration of sibling links, applicants will be prioritised in the following order:

1. Children with one or more parents currently serving in the Armed Forces.
2. Those with the shortest safe walking route from their home to school. Distance will be measured by the shortest walking route from the front door of the child's home address to the main entrance of the school's appropriate site, using the Local Authority's GIS computerised measuring system, with those living closer to the school receiving the higher priority.

Notification of Outcome

Parents will be advised of the outcome of their applications according to the local authority timetable.

Waiting Lists

For unsuccessful applicants, a waiting list is available where priority will be given according to the Oversubscription and Tie – Break Criteria and based on the information provided at the time of application. Parents or Carers must inform the school in writing if they wish their child to join this list. 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.

Appeals

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.

Definition Note 1

The named feeder schools for Year 7 entry are:

All Saints Catholic Primary School (Thirsk - North Yorkshire)
Barkston Ash Catholic Primary School (Barkston Ash)
Christ the King Catholic Primary School (Stockton-on-Tees)
Corpus Christi Catholic Primary School (Middlesbrough)
Our Lady Q of M Catholic Primary School (York)
Sacred Heart Catholic Primary School (Middlesbrough)
Sacred Heart Catholic Primary School (Northallerton - North Yorkshire)
St Aelred's Catholic Primary School (York)
St Alphonsus' Catholic Primary School (Middlesbrough)
St Augustine's Catholic Primary School (Middlesbrough)
St Bede's Catholic Primary School (Redcar and Cleveland)
St Benedict's Catholic Primary School (North Yorkshire)
St Benedict's Catholic Primary School (Redcar and Cleveland)
St Bernadette's Catholic Primary School (Middlesbrough)
St Clare's Catholic Primary School (Middlesbrough)
St Edward's Catholic Primary School (Middlesbrough)
St Gabriel's Catholic Primary School (Redcar and Cleveland)
St George's Catholic Primary School (York)
St Gerard's Catholic Primary School (Middlesbrough)
St Hedda's Catholic Primary School (North Yorkshire)
St John of Beverley RC School (Beverley)
St Joseph's Catholic Primary School (Middlesbrough)
St Joseph's Catholic Primary School (North Yorkshire)
St Joseph's Catholic Primary School (Redcar and Cleveland)
St Joseph's Catholic Primary School (Tadcaster)
St Margaret Clitherow Catholic Primary School (Redcar and Cleveland)
St Mary's Catholic Primary School Malton (North Yorkshire)
St Mary's RC Primary School (Market Weighton)
St Mary & St Joseph's RC Primary School (Pocklington)
St Mary's Catholic Primary School Richmond (North Yorkshire)
St Mary's Catholic Primary School (Redcar and Cleveland)
St Patrick's Catholic Primary School (Stockton-on-Tees)
St Paulinus Catholic Primary School (Redcar and Cleveland)
St Pius X Catholic Primary School (Middlesbrough)
St Therese of Lisieux Catholic Primary School (Stockton-on-Tees)
St Thomas More Catholic Primary School (Middlesbrough)
St Wilfrid's Catholic Primary School (York)

4. Application Procedure for Year 10 (additional places)

All Saints RC School operates on a split site and the Upper School is larger than the Lower School, therefore the school can admit up to 193 into Year 10 for Year 10 and Year 11. The pupil number for Year 10 consists of all pupils already on roll at All Saints in Year 9 and additional pupils up to a total of 193 (15 places above the lower school PAN of 178). Pupils already on roll at the school at the end of Year 9 do not have to reapply for places in Year 10.

Applicants not already on roll at All Saints RC School, that wish to apply for a place in Year 10 for September admissions:

1. Parent/Carers of children not already at All Saints RC School must complete an Application Form available from the school. This form must be returned to the school by 10 January 2025.
2. Forms will be accepted by All Saints RC School on 10 January 2025 and Parents/Carers advised that their application is being considered as part of the allocation process.
3. Parent/Carers will be advised of the outcome of their application by 31 January 2025.
4. All Saints RC School will then notify the Local Authority Admissions Teams of the allocation.

The additional places will be offered in the first instance to any pupils demonstrating an aptitude for Performing Arts (see appendix). Should any places remain after pupils demonstrating an aptitude for Performing Arts have been admitted they will be offered according to the oversubscription criteria referenced in this policy.

5. Applications for In-Year School Places – Years 7-11

In-year admissions are those that are made either during the school year, or for admissions into year groups other than the normal year of entry. It does not apply to applications for a place to start school in September in Year 7. City of York Council coordinates applications for All Saints RC School, although the decision to admit a child is the decision of the school Governors, who will advise the City of York Admissions Team accordingly.

Parents/Carers who wish to apply for a school place for their child should apply to their Local Authority and complete a school application form which should be returned to the school no earlier than 20 school days before the school place is required. Once an application is accepted, applicants will be advised of a decision within 15 school days.

6. Applications for Years 12 and 13 – The Sixth Form

Please refer to separate Sixth Form Admissions Policy for applications to the Sixth Form.

7. Fair Access Protocol

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The governing body has this power even where admitting the child would mean exceeding the published admission number.

8. Withdrawing an offer for admission

The governing body reserves the right to withdraw the offer of a place or, where the child is already attending the school the place itself, where it is satisfied that the offer or the place was obtained by deception.

9. Monitoring, Evaluation and Review

The Admissions Authority will review this policy every year and assess its effectiveness and implementation.

Availability

This policy is available on the school website. Copies will also be available, if required, from the Head Teacher's Secretary.

10. Additional Definitions

Note 2 - Looked after child

A 'looked after child' has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

A 'previously looked after child' is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order, or special guardianship order. Included in this definition are those children who appear (to the governing body) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

Note 3 - Catholic

'Catholic' means a member of a Church in full 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. For the purposes of this policy, it includes a looked after child living with a family where at least one of the parents is Catholic.

For a child to be treated as Catholic, evidence of baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the laws of the Church.

Note 4 - Catechumen

A Catechumen is a member of the catechumenate of the Catholic Church; they are under instruction to become a member of the Catholic Church. A certificate of reception into the order of catechumens will normally evidence this.

Note 5 - Sibling (brother or sister)

Sibling includes 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 and is in attendance at the same school on the date of admission.

Note 6 - Eligible Parents

Eligible parents are defined as staff employed at All Saints RC School for two or more years or potential staff who will meet a skills shortage as defined on the school website at the date of application.

Note 7 - Children of other Christian denominations

Children of other Christian denominations means: children who belong to other churches and ecclesial communities which, acknowledging God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit.

An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and of CYTÛN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

Applicants seeking admission under criterion 9 will be required to produce a baptismal certificate or a letter confirming their baptism and a letter confirming their commitment as regular worshippers from their minister of religion. This should be returned with the 'Supplementary Information Form'.

Note 8 - Distances

Distance will be measured by the shortest walking route from the front door of the child's home address to the main entrance of the relevant site of the school, using the Local Authority's Geographic Information System (GIS), computerised measuring system, with those living closer to the school receiving the higher priority.

Date to be approved by Trust Board:	February 2024
Version:	01
Publication Scheme:	Local Schools' Websites
Next Review Date:	February 2025
Policy Owner:	Standards Officer: School Admissions

Appendix: Criteria for admitting pupils under category for aptitude in Performing Arts

We define Performing Arts as:

Dance

Drama

Music (singing or instrument)

The selection procedure for aptitude for Performing Arts is as follows:

1. Parents of pupils to be considered under aptitude for Performing Arts express their wishes via a supplementary information form.
2. Supplementary information forms are analysed by the relevant senior and middle leader in school. Applicants are ranked based on the information provided in the supplementary form as follows:
 - **Tier 1 Performer** – performing, competing or appearing in productions at national level or has a contract with a professional organisation. Achieving a grade 5 or above in a musical instrument.
 - **Tier 2 Performer** - performing, competing or appearing in productions at regional level. Achieving a grade 3 or above in a musical instrument.
 - **Tier 3 Performer** - performing, competing or appearing in productions at local level outside of school. Achieving a grade in a musical instrument.
 - **Tier 4 Performer** - evidence of having danced, acted, sang or played a musical instrument in a recognised school production within the last 2 years (from the deadline for applications to be submitted).

N/B References will be taken from the most recent coach, tutor or teacher to validate the claims of the applicant written in the supplementary information form

3. In the event that the allowed number of applicants under the criteria of aptitude for Performing Arts exceeds the number of places available (maximum 15) then applicants are ranked under the tier at which the last admission is reached. Performers in that tier will be invited into school to undertake an audition. The audition will take place in July and will be judged by two members of the school staff with relevant Performing Arts expertise and by an independent Performing Arts specialist. The quality of the audition, according to the judges, will be used to determine the ranking.

Archbishop Holgate's School

A Church of England Academy



2025-2026 Admissions Policy

Applications under this policy will generally be for children to start at the school in Year 7 in September 2025 as part of the normal admissions round.

However, this policy also covers in-year admissions and deferrals/delays to admissions and accelerated admissions.

Date of consultation	October to November 2023
Approved by Trust	2024
Next review due	2025

1. Introduction

Archbishop Holgate's School is a Church of England school in the Diocese of York. It has been serving the young people of York and beyond since 1546, formerly as a maintained school and more recently as an academy. The school is part of Pathfinder Multi Academy Trust.

The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice for students aged 11 to 16 (and beyond through its post 16 offering). 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.

As a Church of England school, we welcome applications from Christian families and those of other faiths and none. We ask that all parents/carers applying for a place at the school respect the school's ethos and its importance to the whole community.

Pathfinder Multi Academy Trust (Trust) is the Admissions Authority for the school. The Trust is responsible for determining the school's admissions arrangements (including this policy) and deciding who can be offered a place in accordance with it.

FOR CONSULTATION

This admissions policy has been determined having had regard to the York Diocesan Board of Education's guidance.

In relation to admissions in the normal admissions round, where applications are for children to be admitted into Year 7 on the first day of term in September 2025, admissions will be operated in accordance with City of York Council's co-ordinated admissions schemes (on which please see further below). Details relating to the co-ordination of in-year admissions will be provided in due course in accordance with the Admissions Code.

All Admissions Authorities are required to act in accordance with the Department for Education's School Admissions Code and the relevant legislation and regulations.

For further details about how and when to apply, please see sections 2 and 5 below.

2. Application procedures and timetable

Please contact the school on 01904 411341 or reception@ahs.pmat.academy and/or your home local authority if you need any help in applying.

(a) Local Authority co-ordination of normal admissions round

The admission process for the normal admissions round (i.e. for admission to Year 7 in September 2025) is always co-ordinated by local authorities.

You should apply for a place at school in the normal admissions round by completing the online application form¹ of the local authority (Unitary or County Council) in the area in which you live (your "home" local authority) by 31 October 2024. You should do this even if your "home" local authority is not City of York Council, which is the relevant local authority area for the school.

The process will give you the ability to express ranked preferences for places at any state funded school/academy, whether or not they are within your home local authority area. This allows co-ordination to take place between your home local authority, the local authorities of the schools you have applied to (if different) and the Admissions Authorities for those schools. The Admissions Authority (in this school's case, the Trust) will rank the applications of all applicants naming the school as one of their preferences and provide this information to the local authority in which the school is situated to enable co-ordination (in this school's case, City of York Council). You will then receive an offer, via your home local authority, for the highest ranking school where a place is available.² This is so that parents/carers will receive only one offer of a place at a school for their child.

You will be sent your offer by your home local authority outlining your allocated school place on National Offer Day (1 March 2025) and should ensure that you carefully follow the instructions contained with that communication relating to taking up the place and any other relevant matters.

The method of notification will depend on your home local authority processes. You will also be informed of any rights you have to appeal and the right to be placed on school waiting lists.

¹ If you have difficulties completing the online form please contact your home local authority for assistance. Alternative formats will be made available as appropriate to meet applicant needs.

² Your home local authority will advise you in the event that no places are available in any of the schools included within your application.

FOR CONSULTATION

If your home local authority is City of York Council, applications can be made online at <https://www.york.gov.uk/SchoolAdmissions>. If you cannot complete an online application, please contact City of York Council's School Admissions Team on 01904 551554 for assistance. If City of York Council is not your home local authority, you should contact the home local authority for details of how to access their admission processes.

(b) Supplementary Information Form

If you are applying for priority application to the school on the basis of one of the oversubscription criteria set out in section 4 below which states that a Supplementary Information Form is required, you will also need to complete and return the attached Supplementary Information Form. This is in addition to the requirement outlined above to submit your application to your home local authority. If you are not applying for priority on the basis of one of these oversubscription criteria, there is no need to complete a Supplementary Information Form (unless a Supplementary Information Form is required by your home local authority).

Please send the attached Supplementary Information Form to the Trust at Archbishop Holgate's School, Hull Road, York, YO10 5ZA marked for the attention of the Trust's Admissions Clerk. (Please do not send this Supplementary Information Form to your local authority, as they will not be able to take account of the information you have provided).

Where you are applying as part of the normal admissions round, the completed Supplementary Information Form must reach the Trust by 31 October 2024. **If the Supplementary Information Form has not been returned and fully completed by this date, you may lose the priority that you might otherwise have received** (please see further below in relation to late applications). You should make sure you allow the time to get any necessary supplementary information/signatures required for the Form prior to the deadline for its return.

Where you are making an in-year application (see below), you should return the Supplementary Information Form at the same time as making the application.

(c) Late applications and changes

Applications received by your home local authority (or changed) after the national closing date (31 October 2024) are "late applications".

Late applications and changes to applications made in the normal admissions round will be considered in accordance with the provisions of the relevant local authority's co-ordinated admissions scheme.

Applications received after the local authority's period of co-ordination has ended will be considered as "in year" applications (please see section 6 on "in year" applications).

3. Admission number

The school's Published Admission Number – that is number of places available for admission to Year 7 at the school in September 2024 – is 300.

If, as part of the normal admissions round, no more than 300 applications are received, places will be allocated up to and including the Published Admission Number in accordance with City of York Council's co-ordinated admissions scheme.

The PAN only applies to Year 7. The Trust will not refuse admission to other age groups on the grounds that the PAN has already been reached. The Trust may, however, refuse admission where it is of the view

FOR CONSULTATION

that admission of another child would prejudice the provision of efficient education or efficient use of resources, including in light of any current admission numbers set for year groups.

4. Allocation of places

The school will admit **all children with an Education, Health and Care Plan (EHCP)** which names the school. If your child has any such EHCP, please contact your home local authority who will advise you on your options.

If the number of preferences expressed for the school exceeds the number of places remaining available (after the admission of any children with an EHCP which names the school), priority will be awarded to applicants using the following oversubscription criteria, which will be applied in the order of priority shown.

1. Children who are looked after by a local authority and children who were previously looked after

A "looked after child" is a child who at the time of making the application to school is (a) in the care of a local authority in England, or (b) being provided with accommodation by a local authority in England in exercise of their social services functions.

A "previously looked after child" is a child who:

- (a) Was previously a looked after child in accordance with the above definition, but who immediately after being looked after was subject to an adoption, child arrangement or special guardianship order³; or
- (b) Appears to the Trust (having sought advice from the Local Authority) to have been in state care outside of England and who have ceased to be in state care as a result of being adopted. A child is regarded as having been in state care in a place outside England if they were in the care of or were accommodated by a public authority, a religious organisation or any other provider of care whose sole or main purpose is to benefit society.

If you are making an application under the priority for a previously looked after child, you will need to complete/provide the relevant documentation/information specified by your home local authority in accordance with their specified requirements.

2. Children satisfying the requirements for a Foundation Place (up to 30% remaining places)

Up to 30% of the remaining places available (after the admission of any children with an EHCP whose EHCP names the school and after admission of any looked after and previously looked after children) will be available for those applicants satisfying the requirements for a Foundation Place. The actual proportion will be determined by the number of applicants eligible for a Foundation Place.

At least two thirds of Foundation Places will be available to applicants satisfying the requirements under 2A below (Christian Foundation Places). Up to a third of Foundation places will be available to applicants satisfying the requirements under 2B below (Other Foundation Places). In the event that there are fewer applicants satisfying the requirements than places available under 2B, the remaining available places will be made available to those satisfying the requirements under 2A.⁴

To be eligible for a Foundation Place under 2A (Christian Foundation Places) or 2B (Other Foundation Places), the applicant must be able to demonstrate the required frequency of worship by the child or at least one parent/carer. The minimum level of worship will be attendance at least six times in the twelve months immediately prior to the date of application. In the event that during the period specified for attendance at worship the church or, in relation to those of other faiths, relevant place of worship, has

³ An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A Child arrangement order is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a special guardianship order as an order appointing one or more individuals to be a child's special guardian (or special guardians).

⁴ For example, if those satisfying the requirements for 2B "Other Foundation Places" accounted for 5% of the remaining places available (after the admission of any children with an EHCP whose EHCP names the school and after admission of any looked after and previously looked after children), 25% of the remaining places would be available for those satisfying the requirements for 2A (Christian Foundation Places).

FOR CONSULTATION

been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church, or in relation to those of other faiths, relevant place of worship, or alternative premises have been available for public worship.

A. Christian Foundation Places

Places under this category are available for those of the Christian faith.

In order to qualify for a Christian Foundation Place, the required level of worship must take place at a regular public service at a Christian place of worship. A Christian place of worship is defined as a church which is Designated under the Ecumenical Relations Measure 2018, nationally by the Archbishops of Canterbury and York, or locally by the diocesan bishop, or which is a member of Churches Together in England,⁵ or affiliated to the Evangelical Alliance⁶ or a Partner Church of Affinity.⁷ The list of nationally designated churches can be found at https://www.churchofengland.org/sites/default/files/2019-04/list_of_designated_churches_3_oct_18.pdf.

B. Other Foundation Places

Places under this category are available to National Faith Community members of the Interfaith Network found at <https://www.interfaith.org.uk/members/list>.

In order to qualify for a Foundation Place under this category, the relevant worship must take place at a regular public service at a recognised place of worship for the relevant faith.

C. Further categorisation – all Foundation Places

In the event that there are more eligible applicants satisfying the requirements for a Foundation Place under sub criterions 2A or 2B (as the case may be) than there are places available, priority will be given within the relevant sub-criterion as follows:

A. First priority – where the child or at least one parent/carer has attended the required worship for an average of at least twice a month for the twelve months immediately prior to the date of application.

B. Second priority – where the child or at least one parent/carer has attended the required worship for an average of at least once a month for the twelve months immediately prior to the date of application.

C. Third priority – where the child or at least one parent/carer has attended the required worship at least six times in the twelve months immediately prior to the date of application.

Priority will be given within each of the three priority categories above to those who live the furthest away from their next nearest Church of England secondary school using the nearest available safe walking route. Distances will be measured by a GIS mapping system from the child's home address to the main entrance of the nearest Church of England secondary school. (Where a safe walking route does not exist, we will measure along main roads including using maps from third-party mapping companies.) If the measurement of the distance from home to the nearest Church of England secondary school does not distinguish between two or more applicants with equal priority, random allocation will be used as the final tie-breaker. This will be supervised by someone independent of the school and the Trust.

In order to be eligible for consideration under this criterion, you will need to submit a completed Supplementary Information Form as outlined in section 2(b) above which includes verification of attendance at worship from your minister of religion.

Those falling outside the Foundation Place allocation will be considered under the next relevant criterion.

3. Children with exceptional social or medical needs which make the school the most suitable school for the child

To be given priority on this basis, the Trust would have to be satisfied that the child's social or medical needs were such that the school would be the most suitable school for the child.

In order to be eligible for consideration under this criterion, you will need to submit a completed Supplementary Information Form as outlined in section 2(b) above. The Supplementary Information Form will need to be accompanied by

⁵ For up to date information on membership of Churches Together In England, please visit their website at https://www.cte.org.uk/Groups/234772/Home/Contacts/Member_Churches_list/Member_Churches_list.aspx

⁶ The Evangelical Alliance is the largest body serving evangelical Christians in the UK. Many members of the Evangelical Alliance are individual congregations or churches and therefore too numerous to list here. However, they can be "searched for" on the Evangelical Alliance's website – www.eauk.org.

⁷ Affinity is an umbrella organisation to which independent churches belong, similar to an including the Fellowship of Independent Evangelical (FIEC) Churches.

FOR CONSULTATION

professional supporting evidence, in writing, from a doctor, specialist, health professional or social worker (as appropriate) setting out:

- The relevant needs;
- how those needs would affect the child's education or ability to get to school; and
- the particular reasons why the school would be the most suitable for the child as a result e.g. the difficulties that would be caused if the child had to attend another setting.

The Trust may liaise with any third parties as they may deem appropriate in making their assessment.

4. Children with siblings who will be on roll at the school at the proposed date of admission

In order to be eligible under this criterion, the sibling must be on roll at the school at the proposed date of admission.

"Siblings" for the purposes of this criterion are brothers or sisters living in the same house, as their primary place of residence.

For the purposes of this criterion, a child will be another child's brother or sister if they are their natural brother/sister; adopted brother/sister; half-brother/sister; step brother/sister; or foster brother/sister. The definition does not include cousins or other family members sharing a house.

5. Children of staff employed at the school

In order to be eligible for admission under this criterion, the member of staff must be employed at Archbishop Holgate's School:

- (a) where the member of staff has been employed at the school for two or more years at the time of the application; and/or
- (b) where the member of staff is recruited to fill a vacant post at the school for which there is a demonstrable skills shortage.

In order to be eligible for consideration under this criterion, you will need to submit a completed Supplementary Application Form as outlined in section 2(b).

If there are more eligible applicants than places available under this criterion, random allocation will be used as the tie-breaker. This will be supervised by someone independent of the school and the Trust.

6. Children living in the school's Catchment Area

The Catchment Area for the school is the area determined in partnership between City of York Council and the Trust and is shown at Appendix 1. It is also available online at www.york.gov.uk/schooladmissions and in the City of York Council's Guide for School Catchment Areas.

7. Any other Children

Tie-Breaker - Save as set out at criteria 2, 6 and 7 above, if there are more applications within any given criterion than there are remaining places available, the places will be allocated to children satisfying the relevant criterion who live closest to the school. The measurement of **distance** uses the nearest available safe walking route. Distances will be measured by a GIS mapping system from the child's home address to the main entrance of the school. Where a safe walking route does not exist, we will measure along main roads including using maps from third-party mapping companies. If the measurement of the distance from home to school above does not distinguish between two or more applicants with equal priority, random allocation will be used as the final tie-breaker. This will be supervised by someone independent of the school and the Trust. Where the application of the above would lead to a place being made available for a child/children of multiple birth, but not their sibling(s) who is/are of multiple birth, the Trust will work within the Admissions Code in order to seek to make a place available for the sibling(s) wherever reasonably possible and where they are legally permitted to do so.

Address - You should consult your "home" local authority's guidance on what is the child's address for the purposes of your application, including which address should be used in situations of shared care. The correct address to be used for the purpose of the local authority's co-ordinated application process will be used for the purpose of applying this oversubscription criteria and the tie breaker in this policy.

FOR CONSULTATION

You may be asked to show evidence of any current or previous address and enquiries may be made to obtain verification, including of any third parties, should this be deemed necessary.

5. Time for admission

(a) Usual entry point

Children will normally be admitted into the year group relevant to their age and (save as outlined below) application should be made to that year group.

Save as outlined below, for those applying in the normal admissions round, offers will be made for a full time place in Year 7 commencing in September 2025.

(b) Deferring admission: admission outside of normal age group

Parents/carers may seek to defer their child's admission to school so that they are admitted outside of their normal age group, for example if they have experienced problems such as ill health. Parents/carers considering requesting admission out of the normal age group are encouraged to contact City of York Council's admissions team, (if different) their home local authority and the school at an early stage to discuss their intentions.

The Trust will make decisions on requests for admissions outside the normal age group on the basis of the circumstances of each case and in the best interests of the child concerned and in accordance with any agreed co-ordinated local authority procedure in place from time to time. This will include taking account of:

- the parent's/carer's views;
- any information provided about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group; and
- where applicable, whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The Trust will also take account of the views of the Headteacher in assessing the request. When informing the parent/carer of their decision on the year group the child should be admitted to, the Trust will set out clearly the reasons for the decision.

You should request such a deferred admission as part of the normal admissions round where possible. As such:

- parents/carers wishing to defer admission should still apply for a school place at the normal time – i.e. by 31 October 2024; and
- by the same deadline, the parent/carer should also submit a written request to defer admission to the Headteacher of the school, together with any supporting evidence that the parent/carer wishes to be taken into account. You should also inform your home admission authority of your request in writing.

This will allow requests to be considered prior to National Offer Day. If the request is approved, then the application and preferences originally submitted as part of your home local authority's application process will be withdrawn and no decision will be made on the basis of the original application. **Please note, a place will not be reserved for your child: where a deferred admission is granted, parents/carers must then reapply for a place in Year 7 in the next admissions round (i.e. for a place**

FOR CONSULTATION

in September 2026) alongside children who are one school year younger. Parents/carers should make it clear in their fresh application that deferred admission has previously been agreed.⁸ The fresh application will be considered in accordance with school's 2026/7 admissions policy as part of the normal admissions round⁹ and on the basis of the admission arrangements outlined in the school's 2026/27 policy, including the application of oversubscription criteria. The Trust will not give the application lower priority on the basis that the child is being admitted out of their normal age group.

If a request is not approved, parents/carers will be notified by their home local authority of the result of their original application in the usual way. We will endeavour to process requests to defer admission received after 31 October 2024 within 6 weeks from receipt. If the request is approved, any offer received as part of the normal admissions round will be withdrawn.

Should parents/carers disagree with a decision to refuse their request, they should put their complaint in writing and follow the Trust's complaints policy: whilst parents/carers have a statutory right to appeal against the refusal of a place at a school for which they have applied, this right does not apply if they are offered a place at the school but it is not in their preferred age group.

(c) Accelerated admission

Very exceptionally, applicants may seek a place for their child in a higher age group than their usual age group, for example if the child is gifted or talented. Parents/carers considering requesting admission to a higher age group should contact the school and the home local authority at an early stage to discuss their intentions and what the best approach might be. The request must be put in writing, addressed to the Headteacher of the school, together with any supporting evidence that the parent/carer wishes to be taken into account. The Trust will make decisions on such requests on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the criteria set out in (b) above.

In order for the request to be considered prior to the normal admissions round, the request must be received by 30 November 2024. If the request is approved, wherever possible you should submit an application as part of the normal admissions round, for the year group it has been agreed is the most appropriate for the child. Parents/carers should make it clear in their application that an application out of usual year group has been agreed.¹⁰ The application will then be considered in accordance with this admissions policy. The Trust will not give the application lower priority on the basis that the child is being admitted out of their normal age group. If the request is rejected, you should apply in the usual way for your child to join their correct age group. Should parents/carers disagree with a decision to refuse their request, they should put their complaint in writing and follow the Trust's complaints policy.

6. In-year admissions

In-year admissions are admissions outside the normal admissions round. Applications received after the local authority's period of co-ordination has ended will be considered as 'in-year' applications.

Parents/carers may apply for a change of school for their child at any time. Please call the school on 01904 411341 or email us at reception@ahs.pmat.academy to find out about any in-year vacancies that may be available. Alternatively, you can contact City of York Council School Services on 01904 51554 for information regarding available places.

⁸ as the date of birth will fall outside the normal date of birth range for the required admissions round

⁹ unless the parental/carer request is made too late for this to be possible

¹⁰ as the date of birth will fall outside the normal date of birth range for the required admissions round

FOR CONSULTATION

The oversubscription criteria outlined in section 4 apply to in-year applications.

(a) Application process

Details of how in-year applications will be dealt with for the 2025-2026 academic year will be set out on the school's website by 31 August 2025. This will detail whether in-year applications are being co-ordinated by the school or by the local authority.

Whether in-year applications are being co-ordinated by the school or the local authority, if you are applying under one of the oversubscription criteria that requires the school's Supplementary Information Form to be completed, please complete and return this to the Trust at Archbishop Holgate's School, Hull Road, York, YO10 5ZA marked for the attention of the Admissions Clerk at the same time as submitting your in-year application form.

(b) Determination of application

Whilst the school does have a published admissions number of 300, this number only applies for admission into Year 7. Although a published admission number may help set class organisation in later years, decisions in relation to places in other year groups will be made primarily on class organisation. As such, a place may be refused even if the numbers on roll in the relevant year group are lower than the published admission number. In determining whether a place is to be offered, consideration will be given as to whether the admission of any additional child would prejudice the provision of efficient education or the efficient use of resources including in light of any current admission numbers set for year groups.

Where there is an available space and there are no other applications for this place, the place will be made available. Where there is an available space and there are more applications for a place than places available, priority is given in accordance with the oversubscription criteria set out in section 4 above. The oversubscription criteria will be applied as at the date the place becomes available.

You will be notified of the outcome of your application, normally within 10 school days but always within 15 school days. Where a place is offered, and the offer is accepted, arrangements will be made for the child to start as soon as possible, particularly where the child is out of school.

If the application is refused by the Trust, reasons for the refusal will be given and the applicant will be informed of their right to appeal and their right to be placed on the waiting list (on which please see section 7 below).

(c) Fair access

Please note that the operation of this policy is subject to the City of York Council's Fair Access Protocol and the relevant regulations relating to children who have been permanently excluded from two or more schools. The Fair Access Protocol is agreed with schools within the authority to ensure that – outside the normal admissions round – unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. It also requires local authorities to ensure that no school is required to take a disproportionate number of children with challenging behaviour. The Fair Access protocol and relevant regulations will take priority over this policy.

7. Waiting list

If the school is oversubscribed, a waiting list will be established. (The waiting list may be held by City of York Council on behalf of the Trust where this has been agreed.)

FOR CONSULTATION

Normal admissions round – A waiting list shall be maintained until 31 December 2025, at which point it will be deleted. Applicants still seeking a place after this date should advise the school's Admissions Clerk in writing.

In year applications – Parents/carers who are not successful in obtaining a place following an in-year application received during the 2025/26 academic year will automatically be placed on the waiting list, which will be maintained until the end of the relevant academic year, at which point it will be deleted. In the event that you would like your child to be re-added to the waiting list for the following academic year, you must advise the school's Admission Clerk of this in writing.

In each case, a child's position on the list will be determined by the oversubscription criteria above only and will reflect their current circumstances (where these circumstances have been provided to the Trust). Each additional applicant, or change in circumstances of an applicant which is notified to the school, will require the waiting list to be reordered in accordance with the oversubscription criteria. Should a place become available while the waiting list is in operation, a place will be made available to the applicant entitled to be on the top of the waiting list on the day the place became available. Where a tie-breaker of random allocation is required to determine who is offered a place in accordance with section 4 above, a fresh round of random allocation will be used each time a child is to be offered a place.

Placing a child's name on a waiting list does not affect a parent's/carer's right of appeal against an unsuccessful application.

8. Appeals

Applicants refused a place at the school have a statutory right of appeal. If an application for a place at the school is refused, the applicant will be informed of the reasons and of their right to appeal. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

Appeals are heard by an independent appeals panel and in line with the School Admission Appeals Code. Further details will be provided in the event that your application is refused. We will also publish our appeals timetable on our website by 28 February 2025.

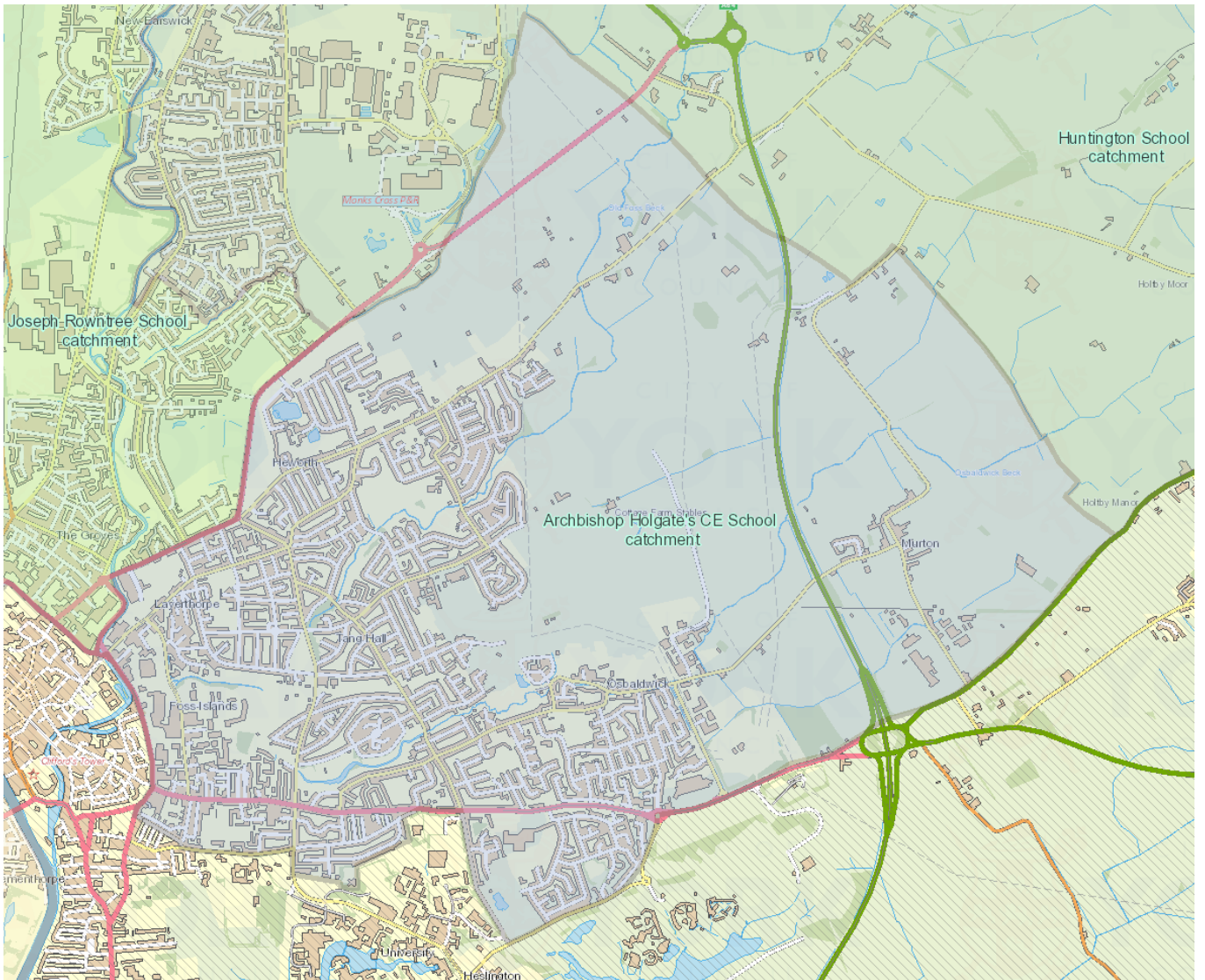
Applicants will only be able to appeal once in any one school year unless, in exceptional circumstances, the Trust has accepted a second application because of a significant and material change in the circumstances of the parent/carer, child or school, which has also been refused.

9. False information

Applicants are strongly urged to complete the local authority's application and (if applicable) the school's Supplementary Information Form as accurately and fully as possible. Where an offer of a place at the school has been made on the basis of a fraudulent or intentionally misleading application which effectively denies a place to a child with a stronger claim, then under the School Admissions Code the school is able to withdraw the place even if the child has started school. In the event that a place is withdrawn, the application will be considered afresh.

FOR CONSULTATION

APPENDIX 1: Map of Catchment Area



FOR CONSULTATION



EBOR ACADEMY TRUST

Admissions Policy, City of York Schools
2025 – 2026

Admissions Policy approved by the determining authority Board (Ebor Academy Trust): 28th September 2023

For publication on websites

Review autumn 2024

Introduction

- 1 This policy applies to applications for the following schools for whom the Ebor Academy Trust is the Admission Authority, and which do not have separate admission arrangements. The schools are located within the City of York Local Authority area, These schools are:
 - Haxby Road Primary Academy
 - Hob Moor Primary Academy
 - Lakeside Primary Academy
 - Osbaldwick Primary Academy
 - Park Grove Primary Academy
 - Robert Wilkinson Primary Academy
- 2 This policy applies in the primary admissions round, that is when applying for a place in Reception as the normal year of entry to start primary 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 Ebor Academy Trust in-Year Admissions Policy
- 3 The Published Admission Number (PAN) is the number of pupils it is intended to admit into the first year group of school. This number differs for each school and for 2024– 2025 these PANs are:
 - for Haxby Road Primary Academy, 45 places
 - for Hob Moor Primary Academy, 45 places
 - for Lakeside Primary Academy, 30 places
 - for Osbaldwick Primary Academy, 45 places
 - for Park Grove Primary Academy, 40 places
 - for Robert Wilkinson Primary Academy, 75 places
- 4 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. The Admission Authority for these schools is the trust board of the Ebor Academy Trust.
- 5 The policy for allocating primary and infant school places is designed to be as fair as possible while ensuring that resources are used

sensibly. The Admissions Authority works with the LA in school place planning and organisation regarding the numbers of places that can be allocated.

- 6 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.
- 7 The admission of children into the Reception year at a 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 primary school, even if the school and nursery are located on the same premises or run by the school itself. A separate application must be made to transfer to Reception.
- 8 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 City of York Guide for Parents which is available at www.york.gov.uk/guideforparents or upon request from the City of York School Admissions team. It is recommended that all applicants consider the information in the Guide for Parents before making an application.
- 8 The admission of children with an Education, Health and Care plan are covered by different admission regulations. If a school within the Ebor Academy Trust has been named, a place will be allocated for these children 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 'delayed 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 school, as long as their admission is not delayed beyond the point at which they reach compulsory school age. A child

normally reaches compulsory school age at the start of the term following their fifth birthday. The table below sets out the position:

Date of birth	Date of compulsory school age	Latest date child may start school full-time
1 September 2020 - 31 December 2020	31 December 2025	The start of the 'Spring' term in January 2026
1 January 2021 - 31 March 2021	31 March 2026	The start of the 'Summer' term in April 2026
1 April 2021 - 31 August 2021	31 August 2026	The start of the 'Autumn' term in September 2026

If you would like to delay your child's entry, so they do not start full-time in September 2025, you must still apply at the normal time. Once allocated a school place, you should then advise the school in writing of your child's intended start date and keep in regular contact with the school regarding any changes to this intended date. Start dates are recommended to be at the start of each half term, but these can be varied by agreement with the school.

The school will hold a place for that child and not offer it to another child during the remainder of the Reception year. You should contact the school to make arrangements for admission of your child by no later than 20 school days before the intended start date. If you do not contact the school in the 20 school days before an intended and/or previously communicated start date, the school will make all reasonable efforts to contact you by telephone and in writing at any known physical address or email address.–In the event that all attempts to contact you are unsuccessful, the school place may be withdrawn.

- 3 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, but if you would like to discuss part-time education for your child so they do not start full-time in September 2025, you must still apply at the normal time. Once allocated a school place, you should then ask the school in writing what part-time provision may be offered, advise them of your child's intended full-time start date and keep in regular contact with the school regarding any changes to this intended date.
- 4 Some parent/carers of 'summer born' children (those children born between 01 April and 31 August) may wish to investigate the

possibility of 'deferred entry' into a lower year group. If you are considering this for your child, please contact the LA School Admissions team who can provide you with information and advice.

If you would like to defer your child's entry, so they do not start in Reception in September 2025, but instead start Reception in September 2026, you must still apply at the normal time and parallel to your application, put a formal request in writing to defer your child's admission to a lower year group.

For the purposes of coming to a decision on such deferrals for those children living in the City of York, the LA has developed a city-wide policy and invited all other admission authorities to take part in joint arrangements. Ebor Academy Trust has adopted the City of York Delayed and Deferred Admissions Policy for the purposes of administering requests for deferred entry for 'summer born' children. More information on delayed and deferred entry can be found in the City of York Delayed and Deferred Admissions Policy

Places are not held open for children who defer entry, so parent/carers must, if their request is approved, reapply by 15 January the following year for a place in Reception alongside children who are one school year younger. Parent/carers may make an identical application for the same schools, or request different schools from their initial application.

Parents/carers should be aware that as the numbers of applications and preferences, and even the number of available places, may differ from year to year, that a deferral does not mean a place at the same school can be allocated one year later. It will not be known which school is allocated for an agreed deferral until National Offer Day in the school year the child turns 5 and the results of the application one year later may result in a different school being allocated.

- 5 If you would like to investigate accelerating your child's entry, so they do not start in the year group relevant to the child's age (the school year they turn five), but instead start at an earlier time, you should contact the Trust at an early stage to discuss your intentions and what the best approach might be.

If you would like to accelerate your child's entry, you should then put a formal request in writing, together with any supporting information, by no later than 29 November 2024. The Trust will then consider your

request, if necessary in conjunction with other schools, the LA, early years providers and professionals.

If the request is approved, wherever possible you should submit an application as part of the normal admissions round, for the year group it has been agreed is the most appropriate for the child. Parents/carers should make it clear in their application that an application out of the usual year group has been agreed. The application will then be considered in accordance with this admissions policy. The Trust will not give the application lower priority on the basis that the child is being admitted out of their normal age group. If the request is rejected, you should apply in the usual way for your child to join their correct age group. Should parents/carers disagree with a decision to refuse their request, they should put their complaint in writing and follow the Trust's Complaints Policy.

- 6 Applications should be made by the closing date for applications which is 15 January 2025. Applications can be made online at <http://www.york.gov.uk/admissions>. It is expected that most applications will be made online, but where applicants cannot apply online, they may request support from the Trust, LA, schools, or a paper application form known as the 'School admissions application for Primary School in September 2025.
- 7 When making an application, parent/carers are advised to supply any additional information that may be required to the admission authority by providing this information in writing direct to the school or 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 social or medical needs which relate to the preferred school. Further guidance on additional information can be found in the [Guide for Parents](#).
- 8 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 the number of pupils that can be admitted in Reception, Year 1 and Year 2. For these reasons each school has a Published Admission Number – that is the number of places available that will be offered in the year of entry.

- 9 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.

- 10 Haxby Road Primary Academy, Hob Moor Primary Academy, Lakeside Primary Academy, Osbaldwick Primary Academy, Park Grove Primary Academy and Robert Wilkinson Primary Academy each have their own catchment area. 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. Catchment areas are made available online at www.york.gov.uk and upon request from the City of York School Admissions team.

DRAFT

B Oversubscription criteria

Some schools will be oversubscribed – that is where the number of applicants exceeds the Published 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 currently or have previously been, in the care of a local authority; all children who have been adopted from local authority care, subject to an adoption, residence or special guardianship order; and all children who appear to have been in state care outside of England and ceased to be in state care as a result of adoption, residence or special guardianship order.

It is the responsibility of parent/carers, or the child’s social worker to provide the information to the admission authority that this criterion applies.

- 2 **Children who live within the catchment area normally served by the preferred school, with a sibling** at the preferred school at the time of admission. Catchment areas are designated by the Local Authority and are made available online at www.york.gov.uk, and upon request from the City of York School Education Support Services team. Siblings are defined as brothers or sisters living in the same house, as their primary place of residence (including half-, step- and foster-brothers or sisters);

The LA uses the address provided in the application, and using GIS software, determines which catchment area an address, and therefore a child, resides in. This address must be the address at which the child is ordinarily resident. Further detailed advice on addresses is contained within the [Guide for Parents](#).

It is the responsibility of parent/carers to include with their application the name of any sibling(s) where this criterion applies for checking by the Trust.

- 3 **Children who live within the catchment area normally served by the preferred school.** Catchment areas are designated by the Local Authority and agreed with the Admissions Authority and are made available to parent/carers online at www.york.gov.uk, and upon

request from the City of York School Education Support Services team.

The LA uses the address provided in the application, and using GIS software, determines which catchment area an address, and therefore a child, resides in. This address must be the address at which the child is ordinarily resident. Further detailed advice on addresses is contained within the Guide for Parents.

- 4 **Children considered by the admission authority to have exceptional social or medical needs which makes the preferred school the most suitable school for the child.** The admission 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.

It is the responsibility of parent/carers to provide the additional information where they believe this criterion applies. To be given priority on this basis, the admission authority would have to be satisfied that the child's needs were such that the preferred school would be the most suitable school for the child.

The Trust may defer these considerations and decisions to others to consider any documentation provided by parent/carers and assess whether these needs are 'exceptional' in nature. Those applications with supporting information that the Trust determines are 'exceptional' would have to be where only the preferred school could meet the child's need.

- 5 **Children with a sibling 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-, step- and foster-brothers or sisters);

It is the responsibility of parent/carers to include with their application the name of any sibling(s) where this criterion applies for checking by the Trust.

- 6 **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 closest entrance of the school.

Distances are measured using a system of walking routes rather than straight line distances to better reflect the length of the journey from home to school. Within a contiguous urban area these routes are those that are properly paved and lit alongside roads and other walkways and do not include the York outer ring road. Outside a contiguous urban area, for example for applications from outside the City of York area, these distances continue to be measured along the road network.

Where there are fewer places than children in an oversubscription priority as above, in order to decide to whom places will be allocated, the following tie-breakers will be applied:

- first, to the child(ren) who also fulfil the next highest priority;
- second, to the child(ren) living closest to the school as defined in priority 6;
- and third, if the measurement of the distance from home to school above does not distinguish between two or more applicants with equal priority, random allocation will be used as the final tie-breaker, and independently verified.

Where the application of the above would lead to a place being made available for a child of multiple birth, but not their sibling(s), we will work within the Admissions Code in order to make a place available for the sibling(s) wherever reasonably possible.

For example, for two children who are both resident in the catchment area without a sibling on roll at the time of admission and are thus assigned the same (third) priority, the place would first be allocated to the child who also fulfils the next highest priority, for example, an exceptional social or medical need (fourth priority) over a child who lives closer to the school (sixth priority).

C Appeals

- 1 Applicants refused a place at the school have a statutory right of appeal. If a preference for a place at the school is refused, the applicant will be informed of the reasons and of their right of appeal. This right does not apply if they are allocated a place but it is not in their preferred year group.
- 2 Ebor Academy Trust subscribes to the City of York's independent appeals procedure and any decision made under this admissions policy can be appealed using that process. Appeals are heard by an

appeals panel and their decisions are legally binding in line with the School Admission Appeals Code. We will publish our appeals timetable on our website by 28 February 2025. Applicants who wish to appeal should contact the LA School Admissions team to request the correct appeal form. Appeal forms should be returned within 20 school days of the date the place was refused.

- 3 Applicants will only be able to appeal once in any one school year unless, in exceptional circumstances, the admission authority has accepted a second application because of a significant and material change in the circumstances of the parent/carer, child or school.

DRAFT

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 for applications of 15 January 2025 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 admission 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 subject to Ebor Academy Trust's 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 policy.

F **Waiting List**

- 1 If a school is oversubscribed, a waiting list will be held from when offers have been made until 31 December 2025. After 31 December 2025, if there is still a waiting list, an 'in-year' waiting list is then held until the end of that school year. Beyond the first school year, refused preferences do not 'roll over' into future school years. Should applicants wish to remain on a waiting list for a future school year, they should submit a new application once application for the following school year open in mid June and ideally before 5 July in the relevant year.
- 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 admission authority. The list will also contain all other on-time and late preferences that have been refused or are requested. Should a place become available while the waiting list is in operation, a place will be made available to the applicant on the top of the waiting list on the day the place became available.
- 3 Applications may only be made once for each school year unless there has been a significant and material change in the circumstances of the parent/carer, child or school, which the admission authority agrees requires a new application.
- 4 Being on a waiting list does not affect a parent's/carer's right of appeal against an unsuccessful preference.

G Timetable

by 12 September 2024	Opening date for applications. 'School admissions application for Primary School in September 2025' form made available and online applications start to be accepted at www.york.gov.uk/admissions
15 January 2025	Closing date for 'on-time' applications (both online and by paper 'School admissions application for Primary School in September 2025' form)
from 16 January 2025	Applications received may be treated as 'late'
16 April 2025 or next working day	National Offer Day
20 May 2025	Deadline for return of appeal papers for 'on-time' applicants
10 June 2025 – 22 July 2025	Admission appeals for 'on-time' applicants
September 2025	Start of the school year
31 December 2025	Waiting list for all community and voluntary controlled primary and infant schools closes

H Contact details for correspondence

Ebor Academy Trust Admissions
Ebor Business and Training Centre
The Leyes, Osbaldwick, York, YO10 3PR
01904 553404
info@ebor.academy
www.eboracademytrust.co.uk

City of York Council Education Support Services
West Offices,
Station Rise,
York YO1 6GA
01904 551554
education@york.gov.uk

I Schools in the Ebor Academy Trust covered by this policy

Haxby Road Primary Academy (Primary, 5-11)
Hob Moor Primary Academy (Primary, 5-11)
Lakeside Primary Academy (Primary, 5-11)
Osbaldwick Primary Academy (Primary, 5-11)
Park Grove Primary Academy (Primary, 5-11)
Robert Wilkinson Primary Academy (Primary, 5-11)

[View school contact details on the City of York website](#)

This page is intentionally left blank

Heworth Church of England Primary School



2025/2026 Admissions Policy

Applications under this policy will generally be for a child born between 1 September 2020 and 31 August 2021 to start at the school in Reception in September 2025 as part of the normal admissions round.

However, this policy also covers in year admissions and deferrals/delays to admissions and accelerated admissions.

Date of last consultation	October 2022
Approved by Trust	February 2023
Next review due	Summer term 2023

1. Introduction

Heworth Church of England Primary School is a Church of England school in the Diocese of York. It has been serving the young people of the ecclesiastical parish of Heworth Holy Trinity and St Wulstan and beyond for over 100 years, formerly as a maintained school and more recently as an academy. The school is part of Pathfinder Multi Academy Trust.

The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice for children aged 4 to 11. 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 children.

As a Church of England school, we welcome applications from Christian families and those of other faiths and none. We ask that all parents/carers applying for a place at the school respect the school's ethos and its importance to the whole community.

Pathfinder Multi Academy Trust (Trust) is the Admissions Authority for the school. The Trust is responsible for determining the school's admissions arrangements (including this policy) and deciding who can be offered a place in accordance with it.

This admissions policy has been determined having had regard to the York Diocesan Board of Education's guidance.

In relation to admissions in the normal admissions round, where applications are for children to be admitted into Reception on the first day of term in September 2025, admissions will be operated in accordance with City of York Council's co-ordinated admissions schemes (on which please see further below). Details relating to the co-ordination of in-year admissions will be provided in due course in accordance with the Admissions Code.

All Admissions Authorities are required to act in accordance with the Department for Education's School Admissions Code and the relevant legislation and regulations.

For further details about how and when to apply, please see sections 2 and 5 below.

2. Application Procedures and Timetable

Please contact the school on 01904 806330 or office@heworth.pmat.academy and/or your home local authority if you need any help in applying.

Please also check our school website: www.heworth.york.sch.uk for further information regarding the school.

(a) Local Authority co-ordination of normal admissions round

The admission process for the normal admissions round (i.e. for admission to Reception in September 2025) is always co-ordinated by local authorities.

You should apply for a place at school in the normal admissions round by completing the online application form of the local authority (Unitary or County Council) in the area in which you live (your “home” local authority) by 15 January 2025. You should do this even if your “home” local authority is not City of York Council, which is the relevant local authority area for the school.

The process will give you the ability to express ranked preferences for places at any state funded school/academy, whether or not they are within your home local authority area. This allows co-ordination to take place between your home local authority, the local authorities of the schools you have applied to (if different) and the Admissions Authorities for those schools. The Admissions Authority (in this school’s case, the Trust) will rank the applications of all applicants naming the school as one of their preferences and provide this information to the local authority in which the school is situated to enable co-ordination (in this school’s case, City of York Council). You will then receive an offer, via your home local authority, for the highest ranking school where a place is available.¹ This is so that parents/carers will receive only one offer of a place at a school for their child.

You will be sent your offer by your home local authority outlining your allocated school place on national offer day (16 April 2025) and should ensure that you carefully follow the instructions contained with that communication relating to taking up the place and any other relevant matters. The method of notification will depend on your home local authority processes. You will also be informed of any rights you have to appeal and the right to be placed on school waiting lists.

If your home local authority is City of York Council, applications can be made online at <https://www.york.gov.uk/SchoolAdmissions>. If you cannot complete an online application, please contact the School Admissions Team on 01904 551 554 for assistance. If City of York Council is not your home local authority, you should contact the home local authority for details of how to access their admission processes.

(b) Supplementary Information Form

If you are applying for priority application to the school on the basis of one of the oversubscription criteria set out in section 4 below which states that a Supplementary Information Form is required, you will also need to complete and return the attached Supplementary Information Form. This is in addition to the requirement outlined above to submit your application to your home local authority. If you are not applying for priority on the basis of one of these oversubscription criteria, there is no need to complete a Supplementary Information Form (unless a Supplementary Information Form is required by your home local authority).

Please send the attached Supplementary Information Form to the Trust at Heworth Primary School, 53 Heworth Road, York YO31 0AA marked for the attention of the Head Teacher. (Please do not send this Supplementary Information Form to your local authority, as they will not be able to take account of the information you have provided.)

Where you are applying as part of the normal admissions round, the completed Supplementary Information Form must reach the Trust by 15 January 2025. **If the Supplementary Information Form has not been returned and fully completed by this date,**

¹ Your home local authority will advise you in the event that no places are available in any of the schools included within your application.

you may lose the priority that you might otherwise have received (please see further below in relation to late applications.) You should make sure you allow the time to get any necessary supplementary information/signatures required for the Form prior to the deadline for its return.

Where you are making an in-year application (see below), you should return the Supplementary Information Form at the same time as making the application.

(c) Late applications and changes

Applications received by your home local authority (or changed) after the national closing date (15 January 2025) are “late applications.” Late applications and changes to applications made in the normal admissions round will be considered in accordance with the provisions of the relevant local authority’s Co-ordinated admissions scheme.

Applications received after the local authority’s period of co-ordination has ended will be considered as “in year” applications (please see section 6 on “in year” applications).”

3. Admission number

The school’s Published Admission Number – that is number of places available for admission to Reception at the school in September 2025 - is 20

If, as part of the normal admissions round, no more than 20 applications are received, places will be allocated up to and including the Published Admission Number in accordance with City of York Council’s Co-ordinated admissions scheme.

The PAN only applies to Reception. The Trust will not refuse admission to other age groups on the grounds that the PAN has already been reached. The Trust may, however, refuse admission where it is of the view that admission of another child would prejudice the provision of efficient education or efficient use of resources, including in light of any current admission numbers set for year groups.

4. Allocation of places

The school will admit **all children with an Education, Health and Care Plan (EHCP)** which names the school. If your child has any such EHCP, please contact your home local authority who will advise you on your options.

If the number of preferences expressed for the school exceeds the number of places remaining available (after the admission of any children with an EHCP which names the school), priority will be awarded to applicants using the following oversubscription criteria, which will be applied in the order of priority shown.

1. Children who are looked after by a local authority and children who were previously looked after

A “looked after child” is a child who at the time of making the application to school is (a) in the care of a local authority in England, or (b) being provided with accommodation by a local authority in England in exercise of their social services functions.

A “previously looked after child” is a child who:

(a) Was previously a looked after child in accordance with the above definition, but who immediately after being looked after was subject to an adoption, child arrangement or special guardianship order²; or

² An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A Child arrangement order is an order settling the arrangements to be made as to the person which whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a special guardianship order as an order appointing one or more individuals to be a child’s special guardian (or special guardians).

(b) *Appears to the Trust (having sought advice from the Local Authority) to have been in state care outside of England and who have ceased to be in state care as a result of being adopted. A child is regarded as having been in state care in a place outside England if they were in the care of or were accommodated by a public authority, a religious organisation or any other provider of care whose sole or main purpose is to benefit society.*

If you are making an application under the priority for a previously looked after child, you will need to complete/provide the relevant documentation/information specified by your home local authority in accordance with their specified requirements.

2. Children with exceptional social or medical needs which make the school the most suitable school for the child

To be given priority on this basis, the Trust would have to be satisfied that the child's social or medical needs were such that the school would be the most suitable school for the child.

In order to be eligible for consideration under this criterion, you will need to submit a completed Supplementary Information Form as outlined in paragraph 2(b) above. *The Supplementary Information Form will need to be accompanied by professional supporting evidence, in writing, from a doctor, specialist, health professional or social worker (as appropriate) setting out:*

-The relevant needs

-How those needs would affect the child's education or ability to get to school; and

-The particular reasons why the school would be the most suitable for the child as a result e.g. the difficulties that would be caused if the child had to attend another setting.

The Trust may liaise any third parties as they may deem appropriate in making their assessment.

3. Children with siblings who will be on roll at the school at the proposed date of admission

In order to be eligible under this criterion, the sibling must be on roll at the school at the proposed date of admission.

"Siblings" for the purposes of this criterion are brothers or sisters living in the same house, as their primary place of residence.

For the purposes of this criterion, a child will be another child's brother or sister if they are their natural brother/sister; adopted brother/sister; half-brother/sister; step brother/sister; or foster brother/sister. The definition does not include cousins or other family members sharing a house.

4. Children living within the parish who regularly and frequently worship, or whose parent(s)/carer(s) regularly and frequently worship, at a Christian place of worship

The Parish is the ecclesiastical parish of Heworth Holy Trinity and St. Wulstan. A map is attached at Appendix 1.

To be eligible under this criterion, the applicant must be able to demonstrate the required frequency of worship by the child or at least one parent/carer. The minimum level of worship will be attendance an average of at least twice a month for the two years immediately prior to the date of application.³ The worship must be at a regular public service at a Christian place of worship.

A Christian place of worship is defined as a church which is Designated under the Ecumenical Relations Measure 2018, nationally by the Archbishops of Canterbury and York, or locally by the diocesan bishop, or which is a member of Churches Together in England,⁴ or affiliated

³ In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

⁴ For up to date information on membership of Churches Together In England, please visit their website at https://www.cte.org.uk/Groups/234772/Home/Contacts/Member_Churches_list/Member_Churches_list.aspx

to the Evangelical Alliance⁵ or a Partner Church of Affinity.⁶ The list of nationally designated churches can be found at https://www.churchofengland.org/sites/default/files/2019-04/list_of_designated_churches_3_oct_18.pdf.

In order to be eligible for consideration under this criterion, you will need to submit a completed Supplementary Information Form as outlined in paragraph 2(b) above which includes verification of attendance at worship from your minister of religion.

5. Other Children living within the Parish

The parish is the ecclesiastical parish of Heworth Holy Trinity and St. Wulstan. A map is attached at Appendix 1.

6. Children living outside the Parish who regularly and frequently worship, or whose parent(s)/carer(s) regularly and frequently worship, at a Christian place of worship

The Parish is the ecclesiastical parish of Heworth Holy Trinity and St. Wulstan. A map is attached at Appendix 1. All other areas are classed as outside the Parish.

To be eligible under this criterion, the applicant must be able to demonstrate the required frequency of worship by the child or at least one parent/carer. The minimum level of worship will be attendance an average of at least twice a month for the two years immediately prior to the date of application.⁷ The worship must be at a regular public service at a Christian place of worship.

A Christian place of worship is defined as a church which is Designated under the Ecumenical Relations Measure 2018, nationally by the Archbishops of Canterbury and York, or locally by the diocesan bishop, or which is a member of Churches Together in England,⁸ or affiliated to the Evangelical Alliance⁹ or a Partner Church of Affinity.¹⁰ The list of nationally designated churches can be found at https://www.churchofengland.org/sites/default/files/2019-04/list_of_designated_churches_3_oct_18.pdf.

In order to be eligible for consideration under this criterion, you will need to submit a completed Supplementary Information Form as outlined in paragraph 2(b) above which includes verification of attendance at worship from your minister of religion.

7. Any other Children

Tie- Breaker If there are more applications within any given criterion than there are remaining places available, the places will be allocated to children satisfying the relevant criterion who live closest to the school. The measurement of **distance** uses the nearest available safe walking route. Distances will be measured by a GIS mapping system from the child’s home address to the main entrance of the school. Where a safe walking route does not exist, we will measure along main roads including using maps from third-party mapping companies.

If the measurement of the distance from home to school above does not distinguish between two or more applicants with equal priority, random allocation will be used as the final tie-breaker. This will be supervised by someone independent of the school and the Trust.

⁵ The Evangelical Alliance is the largest body serving evangelical Christians in the UK. Many members of the Evangelical Alliance are individual congregations or churches and therefore too numerous to list here. However they can be “searched for” on the Evangelical Alliance’s website – www.eauk.org.

⁶ Affinity is an umbrella organisation to which independent churches belong, similar to an including the Fellowship of Independent Evangelical (FIEC) Churches.

⁷ In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

⁸ For up to date information on membership of Churches Together In England, please visit their website at https://www.cte.org.uk/Groups/234772/Home/Contacts/Member_Churches_list/Member_Churches_list.aspx

⁹ The Evangelical Alliance is the largest body serving evangelical Christians in the UK. Many members of the Evangelical Alliance are individual congregations or churches and therefore too numerous to list here. However they can be “searched for” on the Evangelical Alliance’s website – www.eauk.org.

¹⁰ Affinity is an umbrella organisation to which independent churches belong, similar to an including the Fellowship of Independent Evangelical (FIEC) Churches.

Where the application of the above would lead to a place being made available for a child/children of multiple birth but not their sibling(s) who is/are of multiple birth, the Trust will work within the Admissions Code in order to seek to make a place available for the sibling(s) wherever reasonably possible and where they are legally permitted to do so.

Address – You should consult your “home” local authority’s guidance on what is the child’s address for the purposes of your application, including which address should be used in situations of shared care. The correct address to be used for the purpose of the local authority’s co-ordinated application process will be used for the purpose of applying this oversubscription criteria and the tie breaker in this policy. You may be asked to show evidence of any current or previous address and enquiries may be made to obtain verification, including of any third parties, should this be deemed necessary.

5. Time for admission

(a) Usual entry point

Children will normally be admitted into the year group relevant to their age and (save as outlined below) application should be made to that year group.

Save as outlined below, for those applying in the normal admissions round, offers will be made for a full time place in Reception commencing in September 2025, being the September following the child’s fourth birthday.

(b) Delayed admission into year group relevant to child’s age

Parents/carers receiving an offer for their child to start in Reception in September 2025 have the option to delay the date their child starts in Reception until later in the 2025/26 school year, as long as their admission is not delayed beyond the point at which they reach compulsory school age nor beyond the beginning of the final term in the year of admission (April 2026). A child reaches compulsory school age at the start of the term following their fifth birthday. There is an additional option for summer born children – on which please see (c) below.

The table below sets out the position:

Date of birth	Date reach compulsory school age	Latest date for admission to year group relevant to child’s age
1 September 2020 - 31 December 2020	31 December 2025	Start of Spring Term - January 2026 - to join in Reception
1 January 2021 - 31 March 2021	31 March 2026	Start of Summer Term - April 2026 - to join in Reception
1 April 2021- 31 August 2021 (“summer born”)	31 August 2026	Start of Summer Term - April 2026 - to join in Reception OR Start of Autumn Term - September 2026 - to join in year 1 – see section (c) below)

If you would like to delay your child’s entry so they do not start in September 2025, you must still apply in the normal admissions round. If you are allocated a place, you will then need to advise the school in writing of the intended start date and keep in regular contact with the school regarding any changes to this intended date. The school will hold a place for that child and not offer it to another child during the remainder of the Reception year. You should contact the school to make arrangements for admission of your child in the 20 school days before the intended start date. If you do not contact the school in the 20 school days before an intended and/or previously communicated start date, the school will make all reasonable efforts to contact you by telephone and in writing at any known physical address or email address. In the event that our attempts to contact you are unsuccessful, the school place may be withdrawn.

(c) Deferring admission: admission outside of normal age group

Parents/carers may seek to defer their child's admission to school so that they are admitted outside of their normal age group, for example if they have experienced problems such as ill health. In addition, the parents/carers of a summer born child (i.e. a child born between 1 April and 31 August) may choose not to send that child to school until 1 September 2026 (being the 1 September after they turn five and the date they reach compulsory school age) and may request that they are admitted out of their normal age group – to Reception rather than Year 1 (which would be their usual year group). Parents/carers considering requesting admission out of the normal age group are encouraged to contact City of York Council's admissions team, (if different) their home local authority and the school at an early stage to discuss their intentions.

The Trust will make decisions on requests for admissions outside the normal age group on the basis of the circumstances of each case and in the best interests of the child concerned and in accordance with any agreed co-ordinated Local Authority procedure in place from time to time. This will include taking account of:

- the parent's/carer's views;
- any information provided about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group; and
- where applicable, whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The Trust will also take account of the views of the Head Teacher in assessing the request. When informing the parent/carer of their decision on the year group the child should be admitted to, the Trust will set out clearly the reasons for the decision.

You should request such a deferred admission as part of the normal admissions round where possible. As such:

- parents/carers wishing to defer admission should still apply for a school place at the normal time – i.e. by 15 January 2025; and
- by the same deadline, the parent/carer should also submit a written request to defer admission to the Head Teacher of the school, together with any supporting evidence that the parent/carer wishes to be taken into account. You should also inform your home admission authority of your request in writing.

This will allow requests to be considered prior to National Offer Day.

If the request is approved, then the application and preferences originally submitted as part of your home local authority's application process will be withdrawn and no decision will be made on the basis of the original application. **Please note, a place will not be reserved for your child: where a deferred admission is granted, parents/carers must then reapply for a Reception place in the next admissions round (i.e. for a place in September 2026) alongside children who are one school year younger.** Parents/carers should make it clear in their fresh application that deferred admission has previously been agreed.¹¹ The fresh application will be considered in accordance with school's 2026/27 admissions policy as part of the normal admissions round¹² and on the basis of the admission arrangements outlined in the school's 2026/27 policy, including the application of oversubscription criteria. The Trust will not give the application lower priority on the basis that the child is being admitted out of their normal age group.

If a request is not approved, parents/carers will be notified by their home local authority of the result of their original application in the usual way.

We will endeavour to process requests to defer admission received after 15 January 2025 within 6 weeks from receipt. If the request is approved, any offer received as part of the normal admissions round will be withdrawn.

Should parents/carers disagree with a decision to refuse their request, they should put their complaint in writing and follow the Trust's complaints policy: whilst parents/carers have a statutory right to appeal against the refusal of a place at a school for

¹¹ as the date of birth will fall outside the normal date of birth range for the required admissions round

¹² unless the parental/carer request is made too late for this to be possible

which they have applied, this right does not apply if they are offered a place at the school but it is not in their preferred age group.

(d) Accelerated admission

Very exceptionally, applicants may seek a place for their child in a higher age group than their usual age group, for example if the child is gifted or talented. Parents/carers considering requesting admission to a higher age group should contact the school and the home local authority at an early stage to discuss their intentions and what the best approach might be. The request must be put in writing, addressed to the headteacher of the school, together with any supporting evidence that the parent/carer wishes to be taken into account. The Trust will make decisions on such requests on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the criteria set out in (c) above.

In order for the request to be considered prior to the normal admissions round, the request must be received by 1 November 2025. If the request is approved, wherever possible you should submit an application as part of the normal admissions round, for the year group it has been agreed is the most appropriate for the child. Parents/carers should make it clear in their application that an application out of usual year group has been agreed.¹³ The application will then be considered in accordance with this admissions policy. The Trust will not give the application lower priority on the basis that the child is being admitted out of their normal age group. If the request is rejected, you should apply in the usual way for your child to join their correct age group. Should parents/carers disagree with a decision to refuse their request, they should put their complaint in writing and follow the Trust's complaints policy.

(e) Part time attendance

There may be some occasions where parents/carers feel their child is not yet ready to start full time education and the point they start school. Parents/carers considering part-time attendance should contact the headteacher as soon as possible to discuss this.

6. In-year admissions

In-year admissions are admissions outside the normal admissions round. Applications received after the local authority's period of co-ordination has ended will be considered as "in year" applications.

Parents/carers may apply for a change of school for their child at any time. Please call the school on 01904 806330 or email us at office@heworth.pmat.academy to find out about any in-year vacancies that may be available. Alternatively, you can contact City of York Council for information regarding available places.

The oversubscription criteria outlined in section 4 apply to in-year applications.

(a) Application process

Details of how in-year applications will be dealt with for the 2025/6 academic year will be set out on the school's website by 31 August 2025. This will detail whether in-year applications are being co-ordinated by the school or by the local authority.

Whether in-year applications are being co-ordinated by the school or the local authority, if you are applying under one of the oversubscription criteria that requires the school's Supplementary Information Form to be completed, please complete and return this to the Trust at Heworth Primary School marked for the attention of the Headteacher at the same time as submitting your in-year application form.

(b) Determination of application

¹³ as the date of birth will fall outside the normal date of birth range for the required admissions round

Whilst the school does have a published admissions number of 20, this number only applies for admission into Reception. Although a published admission number may help set class organisation in later years, decisions in relation to places in other year groups will be made primarily on class organisation. As such, a place may be refused even if the numbers on roll in the relevant year group are lower than the published admission number. In determining whether a place is to be offered, consideration will be given as to whether the admission of any additional child would prejudice the provision of efficient education or the efficient use of resources including in light of any current admission numbers set for year groups.

Where there is an available space and there are no other applications for this place, the place will be made available. Where there is an available space and there are more applications for a place than places available, priority is given in accordance with the oversubscription criteria set out in section 4 above. The oversubscription criteria will be applied as at the date the place becomes available.

You will be notified of the outcome of your application, normally within 10 school days but always within 15 school days. Where a place is offered, and the offer is accepted, arrangements will be made for the child to start as soon as possible, particularly where the child is out of school.

If the application is refused by the Trust, reasons for the refusal will be given and the applicant will be informed of their right to appeal and their right to be placed on the waiting list (on which please see section 7 below).

(c) Fair access

Please note that the operation of this policy is subject to the City of York Council's Fair Access Protocol and the relevant regulations relating to children who have been permanently excluded from two or more schools. The Fair Access Protocol is agreed with schools within the authority to ensure that – outside the normal admissions round - unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. It also requires local authorities to ensure that no school is required to take a disproportionate number of children with challenging behaviour. The Fair Access protocol and relevant regulations will take priority over this policy.

7. Waiting List

If the school is oversubscribed, a waiting list will be established. (The waiting list may be held by City of York Council on behalf of the Trust where this has been agreed.)

Normal admissions round – A waiting list shall be maintained until 31 December 2025, at which point it will be deleted. Applicants still seeking a place after this date should advise the school's Headteacher in writing.

In year applications - Parents/carers who are not successful in obtaining a place following an in-year application received during the 2025/26 academic year will automatically be placed on the waiting list, which will be maintained until the end of the academic year], at which point it will be deleted. In the event that you would like your child to be re-added to the waiting list for the following academic year, you must advise the school's Headteacher of this in writing.

In each case, a child's position on the list will be determined by the oversubscription criteria above only and will reflect their current circumstances (where these circumstances have been provided to the Trust). Each additional applicant, or change in circumstances of an applicant which is notified to the school, will require the waiting list to be reordered in accordance with the oversubscription criteria. Should a place become available while the waiting list is in operation, a place will be made available to the applicant entitled to be on the top of the waiting list on the day the place became available. Where a tie breaker of random allocation is required to determine who is offered a place in accordance with section 4 above, a fresh round of random allocation will be used each time a child is to be offered a place.

Placing a child's name on a waiting list does not affect a parent's/carer's right of appeal against an unsuccessful application.

8. Appeals

Applicants refused a place at the school have a statutory right of appeal. If an application for a place at the school is refused, the applicant will be informed of the reasons and of their right to appeal. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

Appeals are heard by an independent appeals panel and in line with the School Admission Appeals Code. Further details will be provided in the event that your application is refused. We will also publish our appeals timetable on our website by 28 February 2025.

Applicants will only be able to appeal once in any one school year unless, in exceptional circumstances, the Trust has accepted a second application because of a significant and material change in the circumstances of the parent/carer, child or school, which has also been refused.

9. False Information

Applicants are strongly urged to complete the local authority's application and (if applicable) the school's Supplementary Information Form as accurately and fully as possible. Where an offer of a place at the school has been made on the basis of a fraudulent or intentionally misleading application which effectively denies a place to a child with a stronger claim, then under the School Admissions Code the school is able to withdraw the place even if the child has started school. In the event that a place is withdrawn, the application will be considered afresh.

APPENDIX 1: Map of ecclesiastical parish of Heworth Holy Trinity and St. Wulstan.



This page is intentionally left blank

Hope SENTAMU LEARNING TRUST

ADMISSIONS POLICY, CITY OF YORK 2025-2026

THIS POLICY APPLIES TO THE HOPE SENTAMU LEARNING TRUST
SCHOOLS/ACADEMIES (*PREVIOUSLY COMMUNITY OR VOLUNTARY
CONTROLLED*) WITHIN THE CITY OF YORK

Please note: This policy complies with the requirements of the School Admissions Code 2021 and all current legislation regarding school admissions.

Introduction

1. This policy applies to applications for the following schools for whom the Hope Sentamu Learning Trust is the admission authority, which are located within the City of York Local Authority area, and which do not have separate admission arrangements. These schools are:
 - Burton Green Primary School
 - Poppleton Ousebank Primary School
 - Skelton Primary School
 - Vale of York Academy

The Hope Sentamu Learning Trust is also the admission authority for the following York schools that are not covered by this policy, but instead have their own separate admission arrangements. These schools are:

- Manor CE Academy

You can view these other policies by contacting these schools directly.

The Trust is responsible for determining the school's admissions arrangements (including this policy) and deciding who can be allocated a place in accordance with it.

2. This policy applies in the following admissions rounds:
 - for Burton Green Primary School, Poppleton Ousebank Primary School and Skelton Primary School - the primary admissions round, that is when applying for a place in Reception as the normal year of entry to start primary school for the first time;
 - for Vale of York Academy - 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.
3. The Published Admission Number (PAN) is the number of pupils it is intended to admit into the first year group of school. This number differs for each school and for 2025 – 2026 these PANs are:
 - for Burton Green Primary School, 30 places
 - for Poppleton Ousebank Primary School, 60 places
 - for Skelton Primary School, 26 places
 - for Vale of York Academy, 150 places
4. This policy complies with and operates within the relevant City of York Coordinated Admissions Schemes in the City of York Local Authority area. The admission authority for these schools is the trust board of the Hope Sentamu Learning Trust.
5. 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. Where applications for an in-year place are received, whether a place can be offered will depend upon the availability of places in the relevant class/year group. If there are more applications for a place than places available, then the oversubscription criteria as in Section C of this policy will be applied to ascertain which child is most entitled to a place.
6. The admission of children into the Reception year at a 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 primary school, even if the school and nursery are located on the same premises or run by the school itself.
7. Attendance at a particular primary school does not give a child any priority for admission to a secondary school covered by this policy, even if both schools are within the Hope Sentamu Learning Trust, located on the same premises, or run by or share the same leadership or resources.

8. 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 City of York Guide for Parents which is available at www.york.gov.uk/guideforparents or upon request from the City of York School Admissions team. It is recommended that all applicants consider the information in the [Guide for Parents](#) before making an application.
9. The admission of children with an Education, Health and Care plan are covered by different admission regulations. Following consultation, if a school within the Hope Sentamu Learning Trust has been named, a place will be allocated for these children 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 'delayed 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 school, as long as their admission is not delayed beyond the point at which they reach compulsory school age. A child normally reaches compulsory school age at the start of the term following their fifth birthday. The table below sets out the position:

Date of Birth	Date of Compulsory School Age	Latest Date Child may Start School Full-time
1 September 2020 - 31 December 2020	31 December 2025	The start of the 'Spring' term in January 2026
1 January 2021 – 31 March 2021	31 March 2026	The start of the 'Summer' term in April 2026
1 April 2021 – 31 August 2021	31 August 2026	The start of the 'Autumn' term in September 2026

If you would like to delay your child's entry, so they do not start full-time in September 2025, you must still apply at the normal time. Once allocated a school place, you should then advise the school in writing of your child's intended start date and keep in regular contact with the school regarding any changes to this intended date. Start dates are recommended to be at the start of each half term, but these can be varied by agreement with the school.

The school will hold a place for that child and not offer it to another child during the remainder of the Reception year. You should contact the school to make arrangements for admission of your child by no later than 20 school days before the intended start date. If you do not contact the school in the 20 school days before an intended and/or previously communicated start date, the school will make all reasonable efforts to contact you by telephone and in writing at any known physical address or email address. In the event that all attempts to contact you are unsuccessful, the school place may be withdrawn.

3. 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, but if you would like to discuss part-time education for your child so they do not start full-time in September 2025, you must still apply at the normal time. Once allocated a school place, you should

then ask the school in writing what part-time provision may be offered, advise them of your child's intended full-time start date and keep in regular contact with the school regarding any changes to this intended date.

4. Some parent/carers of 'summer born' children (those children born between 01 April and 31 August) may wish to investigate the possibility of 'deferred entry' into a lower year group. If you are considering this for your child, please contact the LA [School Admissions team](#) who can provide you with information and advice.

If you would like to defer your child's entry, so they do not start in Reception in September 2025, but instead start Reception in September 2026, you must still apply at the normal time and parallel to your application, put a formal request in writing to defer your child's admission to a lower year group.

For the purposes of coming to a decision on such deferrals for those children living in the City of York, the LA has developed a city-wide policy and invited all other admission authorities to take part in joint arrangements. Hope Sentamu Learning Trust has adopted the City of York Delayed and Deferred Admissions Policy for the purposes of administering requests for deferred entry for 'summer born' children. More information on delayed and deferred entry can be found in the [City of York Delayed and Deferred Admissions Policy](#).

Places are not held open for children who defer entry, so parent/carers must, if their request is approved, reapply **by 15 January the following year** for a place in Reception alongside children who are one school year younger. Parent/carers may make an identical application for the same schools, or request different schools from their initial application.

Parents/carers should be aware that as the numbers of applications and preferences, and even the number of available places, may differ from year to year, that a deferral does not mean a place at the same school can be allocated one year later. It will not be known which school is allocated for an agreed deferral until 16 April or next working day in the school year the child turns 5 and the results of the application one year later **may result in a different school being allocated**.

5. If you would like to investigate accelerating your child's entry, so they do not start in the year group relevant to the child's age (the school year they turn five), but instead start at an earlier time, you should contact the Trust at an early stage to discuss your intentions and what the best approach might be.

If you would like to accelerate your child's entry, you should then put a formal request in writing, together with any supporting information, by no later than 29 November 2024. The Trust will then consider your request, if necessary in conjunction with other schools, the LA, early years providers and professionals.

If the request is approved, wherever possible you should submit an application as part of the normal admissions round, for the year group it has been agreed is the most appropriate for the child. Parents/carers should make it clear in their application that an application out of the usual year group has been agreed. The application will then be considered in accordance with this admissions policy. The Trust will not give the application lower priority on the basis that the child is being admitted out of their normal age group. If the request is rejected, you should apply in the usual way for your child to join their correct age group. Should parents/carers disagree with a decision to refuse their request, they should put their complaint in writing and follow the Trust's complaints policy.

6. Applications should be made by the closing date for applications which is 15 January 2025. Applications can be made online at www.york.gov.uk/schooladmissions. It is expected that most applications will be made online, but where applicants cannot apply online, they may request support from the Trust, LA, schools, or a paper application form known as the 'School admissions application for Primary School in September 2025'. There is no additional 'Supplementary Information Form' required to apply for a school place at any Hope Sentamu Learning Trust school covered by this policy.

7. When making an application, parent/carers are advised to supply any additional information that may be required to the admission authority by providing this information in writing direct to the school or 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 social or medical needs which relate to the preferred school. Further guidance on additional information can be found in the [Guide for Parents](#).
8. 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 the number of pupils that can be admitted in Reception, Year 1 and Year 2. For these reasons each school has a Published Admission Number – that is the number of places available that will be offered in the year of entry.
9. Applicants will be responsible for travel arrangements and the costs of travel to and from school.
10. Burton Green Primary School, Poppleton Ousebank Primary School and Skelton Primary School each have their own catchment area. The City of York Local Authority advises applicants 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. Catchment areas are designated by the Local Authority and are made available to applicants in the [Guide for Parents](#), online at www.york.gov.uk and upon request from the City of York School Admissions team.

B Admissions into Year 7

1. Pupils will normally be admitted into the year group relevant to the pupil's age.
2. If you would like to investigate accelerating your child's entry, so they do not start in the year group relevant to the child's age, but instead start at an earlier time, you should contact the Trust at an early stage to discuss your intentions and what the best approach might be.
3. If you would like to accelerate your child's entry, you should then put a formal request in writing, together with any supporting information, and details of whether your child has previously been educated out of their chronological age group, by no later than 29 November 2024. The Trust will then consider your request, if necessary in conjunction with other schools and professionals.
4. If the request is approved, wherever possible you should submit an application as part of the normal admissions round, for the year group it has been agreed is the most appropriate for the child. Parents/carers should make it clear in their application that an application out of the usual year group has been agreed. The application will then be considered in accordance with this admissions policy. The Trust will not give the application lower priority on the basis that the child is being admitted out of their normal age group. If the request is rejected, you should apply in the usual way for your child to join their correct age group. Should parents/carers disagree with a decision to refuse their request, they should put their complaint in writing and follow the Trust's complaints policy.
5. Applications should be made by the closing date for applications which is 31 October 2023. Applications can be made online at www.york.gov.uk/schooladmissions. It is expected that most applications will be made online, but where applicants cannot apply online, they may request support from the Trust, LA, schools, or a paper application form known as the 'School admissions application for Secondary School in September 2025'.

There is no additional 'Supplementary Information Form' required to apply for a school place at any Hope Sentamu Learning Trust school covered by this policy.

6. When making an application, parent/carers are advised to supply any additional information that may be required to the admission authority by providing this information in writing direct to the school or 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 social or medical needs which relate to the preferred school. Further guidance on additional information can be found in the [Guide for Parents](#).
7. 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 Published Admission Number – that is the number of places available that will be offered in the year of entry.
8. Applicants will be responsible for travel arrangements and the costs of travel to and from school.
9. Vale of York Academy maintains a catchment area. The City of York Local Authority advises applicants 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. Catchment areas are designated by the Local Authority and are made available to applicants in the [Guide for Parents](#), online at www.york.gov.uk and upon request from the City of York School Admissions team.

C Oversubscription Criteria

Some schools will be oversubscribed – that is where the number of applicants exceeds the Published 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 currently or have previously been, in the care of a local authority; all children who have been adopted from local authority care, subject to an adoption, residence or special guardianship order; and all children who appear to have been in state care outside of England and ceased to be in state care as a result of adoption, residence or special guardianship order;

It is the responsibility of parent/carers, or the child's social worker to provide the information to the admission authority that this criterion applies.

2. **Children who live within the catchment area normally served by the preferred school, with a sibling at the preferred school at the time of admission**. Catchment areas are designated by the Local Authority and are made available to parent/carers in the [Guide for Parents](#), online at www.york.gov.uk, and upon request from the City of York School Admissions team. Siblings are defined as brothers or sisters living in the same house, as their primary place of residence (including half-, step- and foster-brothers or sisters);

The Trust uses the address provided in the application, and using GIS software, determines which catchment area an address, and therefore a child, resides in. This address must be the address at which the child is ordinarily resident. Further detailed advice on addresses is contained within the [Guide for Parents](#).

It is the responsibility of parent/carers to include with their application the name of any sibling(s) where this criterion applies for checking by the Trust.

3. **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 for Parents](#), online at www.york.gov.uk, and upon request from the City of York School Admissions team;

The Trust uses the address provided in the application, and using GIS software, determines which catchment area an address, and therefore a child, resides in. This address must be the address at which the child is ordinarily resident. Further detailed advice on addresses is contained within the [Guide for Parents](#).

4. **Children considered by the admission authority to have exceptional social or medical needs which makes the preferred school the most suitable school for the child.** The admission 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;

It is the responsibility of parent/carers to provide the additional information where they believe this criterion applies. To be given priority on this basis, the admission authority would have to be satisfied that the child's needs were such that the preferred school would be the most suitable school for the child.

The Trust may defer these considerations and decisions to others to consider any documentation provided by parent/carers and assess whether these needs are 'exceptional' in nature. Those applications with supporting information that the Trust determines are 'exceptional' would have to be where only the preferred school could meet the child's need.

5. **Children with a sibling 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-, step and foster-brothers or sisters);

It is the responsibility of parent/carers to include with their application the name of any sibling(s) where this criterion applies for checking by the Trust.

6. **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 closest entrance of the school.

Distances are measured using a system of walking routes rather than straight line distances to better reflect the length of the journey from home to school. Within a contiguous urban area these routes are those that are properly paved and lit alongside roads and other walkways and do not include the York outer ring road. Outside a contiguous urban area, for example for applications from outside the City of York area, these distances continue to be measured along the road network.

Where there are fewer places than children in an oversubscription priority as above, in order to decide to whom places will be allocated, the following tie-breakers will be applied:

- first, to the child(ren) who also fulfil the next highest priority;
- second, to the child(ren) living closest to the school as defined in priority 6;
- and third, if the measurement of the distance from home to school above does not distinguish between two or more applicants with equal priority, random allocation will be used as the final tie-breaker, and independently verified.

Where the application of the above would lead to a place being made available for a child of multiple birth, but not their sibling(s), we will work within the Admissions Code in order to make a place available for the sibling(s) wherever reasonably possible.

For example, for two children who are both resident in the catchment area without a sibling on roll at the time of admission and are thus assigned the same (third) priority, the place would first be allocated to the child who also fulfils the next highest priority, for example, an exceptional social or medical need (fourth priority) over a child who lives closer to the school (sixth priority).

D Appeals

1. Applicants refused a place at the school have a statutory right of appeal. If a preference for a place at the school is refused, the applicant will be informed of the reasons and of their right of appeal. This right does not apply if they are allocated a place but it is not in their preferred year group.
2. Hope Sentamu Learning Trust subscribes to the City of York's independent appeals procedure and any decision made under this admissions policy can be appealed using that process. Appeals are heard by an independent appeals panel and their decisions are legally binding in line with the School Admission Appeals Code. We will publish our appeals timetable on our website by 28 February 2025. Applicants who wish to appeal should contact the LA School Admissions team to request the correct appeal form. Appeal forms should be returned within 20 school days of the date the place was refused.
3. Applicants will only be able to appeal once in any one school year unless, in exceptional circumstances, the admission authority has accepted a second application because of a significant and material change in the circumstances of the parent/carer, child or school.

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 child with a stronger claim, the offer of a place will be withdrawn.

F Late Applications

1. Applications received after the relevant closing date for applications may be treated as 'late' applications – that is processed after all 'on-time' applications.
 - For applications for Burton Green Primary School, Poppleton Ousebank Primary School and Skelton Primary School- in the primary admissions round, applications will be treated as late after 15 January 2025;
 - For applications for Vale of York Academy – in the secondary admissions round, applications will be treated as late from 01 November 2024.
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 admission 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. 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 G of this policy.

G Waiting List

1. If a school is oversubscribed, a waiting list will be held from when offers have been made until 31 December 2025. After 31 December 2025, if there is still a waiting list, an 'in-year' waiting list is then held until the end of that school year. Beyond the first school year, refused preferences do not 'roll over' into future school years. Should applicants wish to remain on a waiting list for a future school year, they should submit a new application by 05 July in the relevant year.
2. A child's position on the list will be determined by the oversubscription criteria set out in Section C of this policy and will reflect their current circumstances where these circumstances have been provided to the admission authority. The list will also contain all other on-time and late preferences that have been refused or are requested. Should a place become available while the waiting list is in operation, a place will be made available to the applicant on the top of the waiting list on the day the place became available.
3. Applications may only be made once for each school year unless there has been a significant and material change in the circumstances of the parent/carer, child or school, which the admission authority agrees requires a new application.
4. Being on a waiting list does not affect a parent's/carer's right of appeal against an unsuccessful preference.

H Timetable

by 12 September 2024	Opening date for applications. 'School admissions application for Primary, Junior and Secondary School in September 2025' form made available and online applications start to be accepted at www.york.gov.uk/schooladmissions
By 14 September 2024	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 2024. Parent/carers without access to the internet will be informed they should contact the School Admissions team for a paper copy of the 'School admissions application for Secondary School in September 2025' form
September and October 2024	Secondary school open activities
31 October 2024	Closing date for 'on-time' Secondary applications (both online and by paper 'School admissions application for Secondary School in September 2025' form)
From 1 November 2024	Secondary applications received may be treated as 'late'

15 January 2025	Closing date for 'on-time' applications (both online and by paper 'School admissions application for Primary & Junior School in September 2025' form)
from 16 January 2025	Primary and Junior applications received may be treated as 'late'
1 March 2025 or next working day	Secondary allocations communicated to City of York resident applicants by email and/or by letter
5pm on 31st March 2025	Deadline for return of Secondary school appeal papers for 'on-time' applicants
16 April 2025 or next working day	Primary & Junior National Offer Day. Primary and Junior allocations communicated to City of York resident applicants by email and/or by letter
29 April – 18 June 2025	Admission appeals for 'on-time' Secondary applicants
20 May 2025	Deadline for return of Primary & Junior appeal papers for 'on-time' applicants
10 June 2025 – 22 July 2025	Admission appeals for 'on-time' Primary & Junior applicants
September 2025	Start of the school year
31 December 2025	Waiting list for all community and voluntary controlled primary, infant and secondary schools closes

I Contact Details for Correspondence

The Chair of the Trust Board
 Hope Sentamu Learning Trust
 c/o Rawcliffe Drive
 Clifton (Without)
 York
 YO30 6ZS

01904 560053
<https://hslt.academy>

J Schools in the Hope Sentamu Learning Trust covered by this policy

Burton Green Primary School (Primary, 5-11)
 Poppleton Ousebank Primary School (Primary, 5-11)
 Skelton Primary School (Primary, 5-11)
 Vale of York Academy (Secondary, 11-16)

[View school contact details on the City of York website](#)

Hope SENTAMU LEARNING TRUST

ADMISSIONS POLICY, 2025 - 2026 MANOR CHURCH OF ENGLAND ACADEMY, YORK

THIS POLICY APPLIES TO MANOR CHURCH OF ENGLAND ACADEMY ONLY

Please note: This policy complies with the requirements of the School Admissions Code 2021 and all current legislation regarding school admissions.

The Hope Sentamu Learning Trust process this data on a legal and legitimate interest basis, in line with the requirements of providing educational provision.



2025-2026 Admissions Policy

Applications under this policy will generally be for children to start at the school in Year 7 in September 2024 as part of the normal admissions round.

However, this policy also covers in year admissions and deferrals/delays to admissions and accelerated admissions.

1. Introduction

Manor Church of England Academy is a Church of England school in the Diocese of York. It has been serving the young people of York and beyond since 1812, formerly as a maintained school and more recently as an academy. The school is part of Hope Sentamu Learning Trust.

The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice for pupils aged 11 to 16. 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 pupils.

As a Church of England school, we welcome applications from Christian families and those of other faiths and none. We ask that all parents/carers applying for a place at the school respect the school's ethos and its importance to the whole community.

Hope Sentamu Learning Trust (Trust) is the Admissions Authority for the school. The Trust is responsible for determining the school's admissions arrangements (including this policy) and deciding who can be offered a place in accordance with it.

This admissions policy has been determined having had regard to the York Diocesan Board of Education's guidance.

In relation to admissions in the normal admissions round, where applications are for children to be admitted into Year 7 on the first day of term in September 2025, admissions will be operated in accordance with City of York Council's co-ordinated admissions schemes (on which please see further below). Details relating to the co-ordination of in-year admissions will be provided in due course in accordance with the Admissions Code.

All Admissions Authorities are required to act in accordance with the Department for Education's School Admissions Code and the relevant legislation and regulations.

For further details about how and when to apply, please see sections 2 and 5 below.

2. Application Procedures and Timetable

Please contact the school on 01904 798722 or hello@mce.hslt.academy and/or your home local authority if you need any help in applying.

(a) Local Authority co-ordination of normal admissions round

The admission process for the normal admissions round (i.e. for admission to Year 7 in September 2025) is always co-ordinated by local authorities.

You should apply for a place at school in the normal admissions round by completing the online application form¹ of the local authority (Unitary or County Council) in the area in which you live (your “home” local authority) by 31 October 2024.

You should do this even if your “home” local authority is not City of York Council, which is the relevant local authority area for the school.

The process will give you the ability to express ranked preferences for places at any state funded school/academy, whether or not they are within your home local authority area. This allows co-ordination to take place between your home local authority, the local authorities of the schools you have applied to (if different) and the Admissions Authorities for those schools. The Admissions Authority (in this school’s case, the Trust) will rank the applications of all applicants naming the school as one of their preferences and provide this information to the local authority in which the school is situated to enable co-ordination (in this school’s case, City of York Council). You will then receive an offer, via your home local authority, for the highest ranking school where a place is available.² This is so that parents/carers will receive only one offer of a place at a school for their child.

You will be sent your offer by your home local authority outlining your allocated school place on national offer day (1 March 2025) and should ensure that you carefully follow the instructions contained with that communication relating to taking up the place and any other relevant matters. The method of notification will depend on your home local authority processes. You will also be informed of any rights you have to appeal and the right to be placed on school waiting lists.

If your home local authority is City of York Council, applications can be made online at <https://www.york.gov.uk/SchoolAdmissions>. If you cannot complete an online application, please contact City of York Council’s School Admissions Team on 01904 551554 for assistance. If City of York Council is not your home local authority, you should contact the home local authority for details of how to access their admission processes.

(b) Supplementary Information Form

If you are applying for priority application to the school on the basis of one of the oversubscription criteria set out in section 4 below which states that a Supplementary Information Form is required, you will also need to complete and return the attached Supplementary Information Form. This is in addition to the requirement outlined above to submit your application to your home local authority. If you are not applying for priority on the basis of one of these oversubscription criteria, there is no need to complete a Supplementary Information Form (unless a Supplementary Information Form is required by your home local authority).

Please send the attached Supplementary Information Form to the Trust at Manor CE Academy, Millfield Lane, Nether Poppleton, York, YO26 6PA marked for the attention of the Trust’s Admissions Clerk. (Please do not send this Supplementary Information Form to your local authority, as they will not be able to take account of the information you have provided).

Where you are applying as part of the normal admissions round, the completed Supplementary Information Form must reach the Trust by 31 October 2024. **If the Supplementary Information Form has not been returned and fully completed by this date, you may lose the priority that you might otherwise have received** (please see further below in relation to late applications.) You should make sure you allow the time to get any necessary supplementary information/signatures required for the Form prior to the deadline for its return.

¹ If you have difficulties completing the online form please contact your home local authority for assistance. Alternative formats will be made available as appropriate to meet applicant needs.

² Your home local authority will advise you in the event that no places are available in any of the schools included within your application.

Where you are making an in-year application (see below), you should return the Supplementary Information Form at the same time as making the application.

(c) Late applications and changes

Applications received by your home local authority (or changed) after the national closing date (31 October 2024) are “late applications.”

Late applications and changes to applications made in the normal admissions round will be considered in accordance with the provisions of the relevant local authority’s Co-ordinated admissions scheme.

Applications received after the local authority’s period of co-ordination has ended will be considered as “in year” applications (please see section 6 on “in year” applications).”

3. Admission number

The school’s Published Admission Number – that is the number of places available for admission to Year 7 at the school in September 2025 - is 240.

If, as part of the normal admissions round, no more than 240 applications are received, places will be allocated up to and including the Published Admission Number in accordance with City of York Council’s Co-ordinated admissions scheme.

The PAN only applies to Year 7. The Trust will not refuse admission to other age groups on the grounds that the PAN has already been reached. The Trust may, however, refuse admission where it is of the view that admission of another child would prejudice the provision of efficient education or efficient use of resources, including in light of any current admission numbers set for year groups.

4. Allocation of places

The school will admit **all children with an Education, Health and Care Plan (EHCP)** which names the school. If your child has any such EHCP, please contact your home local authority who will advise you on your options.

If the number of preferences expressed for the school exceeds the number of places remaining available (after the admission of any children with an EHCP which names the school), priority will be awarded to applicants using the following oversubscription criteria, which will be applied in the order of priority shown.

1. Children who are looked after by a local authority and children who were previously looked after

A “looked after child” is a child who at the time of making the application to school is (a) in the care of a local authority in England, or (b) being provided with accommodation by a local authority in England in exercise of their social services functions.

A “previously looked after child” is a child who:

- (a) Was previously a looked after child in accordance with the above definition, but who immediately after being looked after was subject to an adoption, child arrangement or special guardianship order³; or
- (b) Appears to the Trust (having sought advice from the Local Authority) to have been in state care outside of England and who have ceased to be in state care as a result of being adopted. A child is regarded as having been in state care in a place outside England if they were in the care of or were accommodated by a public authority, a religious organisation or any other provider of care whose sole or main purpose is to benefit society.

³ An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A Child arrangement order is an order settling the arrangements to be made as to the person which whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a special guardianship order as an order appointing one or more individuals to be a child’s special guardian (or special guardians).

If you are making an application under the priority for a previously looked after child, you will need to complete/provide the relevant documentation/information specified by your home local authority in accordance with their specified requirements.

2. Children with exceptional social or medical needs which make the school the most suitable school for the child

To be given priority on this basis, the Trust would have to be satisfied that the child's social or medical needs were such that the school would be the most suitable school for the child.

In order to be eligible for consideration under this criterion, you will need to submit a completed Supplementary Information Form as outlined in section 2(b) above. The Supplementary Information Form will need to be accompanied by professional supporting evidence, in writing, from a doctor, specialist, health professional or social worker (as appropriate) setting out:

- The relevant needs
- How those needs would affect the child's education or ability to get to school; and
- The particular reasons why the school would be the most suitable for the child as a result e.g. the difficulties that would be caused if the child had to attend another setting.

The Trust may liaise any third parties as they may deem appropriate in making their assessment.

3. Children satisfying the requirements for a Foundation Place (up to 121 remaining places)

Up to 121 places will be available for those applicants satisfying the requirements for a Foundation Place. The actual number of places offered under this criterion will be determined by the number of applicants eligible for a Foundation Place. If all Foundation Places are not allocated, the remainder will become available for other applicants.

To be eligible under this criterion, the applicant must be able to demonstrate the required frequency of worship by the child or at least one parent/carer. The minimum level of worship will be attendance an average of at least once a month for the two years immediately prior to the date of application. In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

The worship must be at a regular public service at a Christian place of worship. A Christian place of worship is defined as a church which is Designated under the Ecumenical Relations Measure 2018, nationally by the Archbishops of Canterbury and York, or locally by the diocesan bishop, or which is a member of Churches Together in England,⁴ or affiliated to the Evangelical Alliance⁵ or a Partner Church of Affinity.⁶ The list of nationally designated churches can be found at https://www.churchofengland.org/sites/default/files/2019-04/list_of_designated_churches_3_oct_18.pdf.

In the event that there are more eligible applicants satisfying the minimum requirements for a Foundation Place than there are within the 121 place allocation, priority will be given as follows:

3a. Applicants who are "very regular worshippers"

Applicants who demonstrate that the child or at least one parent/carer has attended worship at a regular public service at a Christian place of worship an average of at least twice a month for the two years immediately prior to the date of application ("very regular worshippers") will get priority over others satisfying the minimum worship requirement ("regular worshippers").

⁴ For up to date information on membership of Churches Together In England, please visit their website at https://www.cte.org.uk/Groups/234772/Home/Contacts/Member_Churches_list/Member_Churches_list.aspx

⁵ The Evangelical Alliance is the largest body serving evangelical Christians in the UK. Many members of the Evangelical Alliance are individual congregations or churches and therefore too numerous to list here. However they can be "searched for" on the Evangelical Alliance's website – www.eauk.org.

⁶ Affinity is an umbrella organisation to which independent churches belong, similar to an including the Fellowship of Independent Evangelical (FIEC) Churches.

“Very regular worshippers” will be given priority in the following order:

A. Very regular worshippers who live within the Priority Area

The Priority Area for the school consists of the catchment areas of (1) Rufforth Primary, (2) Poppleton Ousebank Primary, (3) St Mary’s VC CE Primary School, Askham Richard, (4) Skelton Primary (5) Carr Junior Primary (6) Copmanthorpe Primary.

B. Other very regular worshippers

3b. Applicants who are “regular worshippers”

Applicants who demonstrate that the child or at least one parent/carer has attended worship at a regular public service at a Christian place of worship an average of at least once a month for the two years immediately prior to the date of application (“regular worshippers”) will be given priority in the following order:

A. Regular worshippers who live within the Priority Area

The Priority Area for the school consists of the catchment areas of (1) Rufforth Primary, (2) Poppleton Ousebank Primary, (3) St Mary’s VC CE Primary School, Askham Richard, (4) Skelton Primary and (5) Carr Junior Primary (6) Copmanthorpe Primary.

B. Other Regular worshippers

If there are more eligible applications within any of the above sub-criteria than there are remaining places available, the places will be allocated within the sub-criterion in accordance with the tiebreaker outlined below.

In order to be eligible for consideration under this criterion, you will need to submit a completed Supplementary Information Form as outlined in section 2(b) above which includes verification of attendance at worship from your minister of religion.

Those falling outside the Foundation Place allocation will be considered under the next relevant criterion.

4. Children of staff employed at the school

Up to 6 places will be available for children of members of school staff.

A member of staff must be employed by the academy trust and must have been employed to work at Manor Church of England Academy for two or more years prior to the date of application. This includes both teaching and support staff.

If all 6 places are not allocated, the remainder will become available for other applicants in accordance with the criteria below.

In order to be eligible for consideration under this criterion, you will need to submit a completed Supplementary Information Form as outlined in section 2(b) above.

5. Children who live in the Priority Area with siblings who will be on roll at the school at the proposed date of admission

The Priority Area for the school consists of the catchment areas of (1) Rufforth Primary, (2) Poppleton Ousebank Primary, (3) St Mary’s VC CE Primary School, Askham Richard, (4) Skelton Primary and (5) Carr Junior Primary (6) Copmanthorpe Primary.

In order to be eligible under this criterion, the sibling must be on roll at the school at the proposed date of admission.

“Siblings” for the purposes of this criterion are brothers or sisters living in the same house, as their primary place of residence.

For the purposes of this criterion, a child will be another child’s brother or sister if they are their natural brother/sister; adopted brother/sister; half-brother/sister; step brother/sister; or foster brother/sister. The definition does not include cousins or other family members sharing a house.

6. Other Children living in the Priority Area

The Priority Area for the school consists of the catchment areas of (1) Rufforth Primary, (2) Poppleton Ousebank Primary, (3) St Mary's VC CE Primary School, Askham Richard, (4) Skelton Primary (5) Carr Junior Primary (6) Copmanthorpe Primary.

7. Children who live outside the Priority Area with siblings who will be on roll at the school at the proposed date of admission

The Priority Area for the school consists of the catchment areas of (1) Rufforth Primary, (2) Poppleton Ousebank Primary, (3) St Mary's VC CE Primary School, Askham Richard, (4) Skelton Primary (5) Carr Junior Primary (6) Copmanthorpe Primary.

In order to be eligible under this criterion, the sibling must be on roll at the school at the proposed date of admission. Please see criterion [4] above for the requirements and definition of siblings.

8. Any other Children

Tie- Breaker

If there are more applications within any given criterion (or sub-criterion) than there are remaining places available, the places will be allocated to children satisfying the relevant criterion (or sub-criterion) who live closest to the school. The measurement of **distance** uses the nearest available safe walking route. Distances will be measured by a GIS mapping system from the child's home address to the main entrance of the school. Where a safe walking route does not exist, we will measure along main roads including using maps from third-party mapping companies.

If the measurement of the distance from home to school above does not distinguish between two or more applicants with equal priority, random allocation will be used as the final tie-breaker. This will be supervised by someone independent of the school and the Trust.

Where the application of the above would lead to a place being made available for a child/children of multiple birth but not their sibling(s) who is/are of multiple birth, the Trust will work within the Admissions Code in order to seek to make a place available for the sibling(s) wherever reasonably possible and where they are legally permitted to do so.

Address – You should consult your “home” local authority's guidance on what is the child's address for the purposes of your application, including which address should be used in situations of shared care. The correct address to be used for the purpose of the local authority's co-ordinated application process will be used for the purpose of applying this oversubscription criteria and the tie breaker in this policy. You may be asked to show evidence of any current or previous address and enquiries may be made to obtain verification, including of any third parties, should this be deemed necessary.

5. Time for admission

(a) Usual entry point

Children will normally be admitted into the year group relevant to their age and (save as outlined below) application should be made to that year group.

Save as outlined below, for those applying in the normal admissions round, offers will be made for a full time place in Year 7 commencing in September 2025.

(b) Deferring admission: admission outside of normal age group

Parents/carers may seek to defer their child's admission to school so that they are admitted outside of their normal age group, for example if they have experienced problems such as ill health. Parents/carers considering requesting admission out of the normal age group are encouraged to contact City of York Council's admissions team, (if different) their home local authority and the school at an early stage to discuss their intentions.

The Trust will make decisions on requests for admissions outside the normal age group on the basis of the circumstances of each case and in the best interests of the child concerned and in accordance with any agreed co-ordinated Local Authority procedure in place from time to time. This will include taking account of:

- the parent's/carer's views;
- any information provided about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group; and
- where applicable, whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The Trust will also take account of the views of the Headteacher in assessing the request. When informing the parent/carer of their decision on the year group the child should be admitted to, the Trust will set out clearly the reasons for the decision.

You should request such a deferred admission as part of the normal admissions round where possible. As such:

- parents/carers wishing to defer admission should still apply for a school place at the normal time – i.e. by 31 October 2024; and
- by the same deadline, the parent/carer should also submit a written request to defer admission to the Headteacher of the school, together with any supporting evidence that the parent/carer wishes to be taken into account. You should also inform your home admission authority of your request in writing.

This will allow requests to be considered prior to National Offer Day.

If the request is approved, then the application and preferences originally submitted as part of your home local authority's application process will be withdrawn and no decision will be made on the basis of the original application. **Please note, a place will not be reserved for your child: where a deferred admission is granted, parents/carers must then reapply for a place in Year 7 in the next admissions round (i.e. for a place in September 2026) alongside children who are one school year younger.** Parents/carers should make it clear in their fresh application that deferred admission has previously been agreed.⁷ The fresh application will be considered in accordance with school's 2026/27 admissions policy as part of the normal admissions round⁸ and on the basis of the admission arrangements outlined in the school's 2026/27 policy, including the application of oversubscription criteria. The Trust will not give the application lower priority on the basis that the child is being admitted out of their normal age group.

If a request is not approved, parents/carers will be notified by their home local authority of the result of their original application in the usual way.

We will endeavour to process requests to defer admission received after 31 October 2024 within 6 weeks from receipt. If the request is approved, any offer received as part of the normal admissions round will be withdrawn.

Should parents/carers disagree with a decision to refuse their request, they should put their complaint in writing and follow the Trust's complaints policy: whilst parents/carers have a statutory right to appeal against the refusal of a place at a school for which they have applied, this right does not apply if they are offered a place at the school but it is not in their preferred age group.

(c) Accelerated admission

Very exceptionally, applicants may seek a place for their child in a higher age group than their usual age group, for example if the child is gifted or talented. Parents/carers considering requesting admission to a higher age group should contact the school and the home local authority at an early stage to discuss their intentions and what the best approach might be. The request

7

as the date of birth will fall outside the normal date of birth range for the required admissions round

⁸ unless the parental/carer request is made too late for this to be possible

must be put in writing, addressed to the Headteacher of the school, together with any supporting evidence that the parent/carer wishes to be taken into account. The Trust will make decisions on such requests on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the criteria set out in (b) above.

In order for the request to be considered prior to the normal admissions round, the request must be received by 31 October 2024. If the request is approved, wherever possible you should submit an application as part of the normal admissions round, for the year group it has been agreed is the most appropriate for the child. Parents/carers should make it clear in their application that an application out of usual year group has been agreed.⁹ The application will then be considered in accordance with this admissions policy. The Trust will not give the application lower priority on the basis that the child is being admitted out of their normal age group. If the request is rejected, you should apply in the usual way for your child to join their correct age group. Should parents/carers disagree with a decision to refuse their request, they should put their complaint in writing and follow the Trust's complaints policy.

6. In-year admissions

In-year admissions are admissions outside the normal admissions round. Applications received after the local authority's period of co-ordination has ended will be considered as "in year" applications.

Parents/carers may apply for a change of school for their child at any time. Please call the school on 01904 798722 or email us at hello@mce.hslt.academy to find out about any in-year vacancies that may be available. Alternatively, you can contact City of York Council School Services on 01904 551554 for information regarding available places.

The oversubscription criteria outlined in section 4 apply to in-year applications.

(a) Application process

Details of how in-year applications will be dealt with for the 2025/26 academic year will be set out on the school's website by 31 August 2025. This will detail whether in-year applications are being co-ordinated by the school or by the local authority.

Whether in-year applications are being co-ordinated by the school or the local authority, if you are applying under one of the oversubscription criteria that requires the school's Supplementary Information Form to be completed, please complete and return this to the Trust at Manor CE Academy marked for the attention of the Admissions Clerk at the same time as submitting your in-year application form.

(b) Determination of application

Whilst the school does have a published admissions number of 240, this number only applies for admission into Year 7. Although a published admission number may help set class organisation in later years, decisions in relation to places in other year groups will be made primarily on class organisation. As such, a place may be refused even if the numbers on roll in the relevant year group are lower than the published admission number. In determining whether a place is to be offered, consideration will be given as to whether the admission of any additional child would prejudice the provision of efficient education or the efficient use of resources including in light of any current admission numbers set for year groups.

Where there is an available space and there are no other applications for this place, the place will be made available. Where there is an available space and there are more applications for a place than places available, priority is given in accordance with the oversubscription criteria set out in section 4 above. The oversubscription criteria will be applied as at the date the place becomes available.

You will be notified of the outcome of your application, normally within 10 school days but always within 15 school days. Where a place is offered, and the offer is accepted, arrangements will be made for the child to start as soon as possible, particularly where the child is out of school.

⁹ as the date of birth will fall outside the normal date of birth range for the required admissions round

If the application is refused by the Trust, reasons for the refusal will be given and the applicant will be informed of their right to appeal and their right to be placed on the waiting list (on which please see section 7 below).

(c) Fair access

Please note that the operation of this policy is subject to the City of York Council's Fair Access Protocol and the relevant regulations relating to children who have been permanently excluded from two or more schools. The Fair Access Protocol is agreed with schools within the authority to ensure that – outside the normal admissions round - unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. It also requires local authorities to ensure that no school is required to take a disproportionate number of children with challenging behaviour. The Fair Access protocol and relevant regulations will take priority over this policy.

7. Waiting List

If the school is oversubscribed, a waiting list will be established. The waiting list may be held by City of York Council on behalf of the Trust.

Normal admissions round - A waiting list shall be maintained until 31 December 2025, at which point it will be deleted. Applicants still seeking a place after this date should advise the school's Headteacher in writing.

In year applications - Parents/carers who are not successful in obtaining a place following an in-year application received during the 2025/26 academic year will automatically be placed on the waiting list, which will be maintained until the end of the relevant academic year, at which point it will be deleted. In the event that you would like your child to be re-added to the waiting list for the following academic year, you must advise the school's Headteacher of this in writing.

In each case, a child's position on the list will be determined by the oversubscription criteria above only and will reflect their current circumstances (where these circumstances have been provided to the Trust). Each additional applicant, or change in circumstances of an applicant which is notified to the school, will require the waiting list to be reordered in accordance with the oversubscription criteria. Should a place become available while the waiting list is in operation, a place will be made available to the applicant entitled to be on the top of the waiting list on the day the place became available. Where a tie breaker of random allocation is required to determine who is offered a place in accordance with section 4 above, a fresh round of random allocation will be used each time a child is to be offered a place.

Placing a child's name on a waiting list does not affect a parent's/carer's right of appeal against an unsuccessful application.

8. Appeals

Applicants refused a place at the school have a statutory right of appeal. If an application for a place at the school is refused, the applicant will be informed of the reasons and of their right to appeal. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

Appeals are heard by an independent appeals panel and in line with the School Admission Appeals Code. Further details will be provided in the event that your application is refused. We will also publish our appeals timetable on our website by 28 February 2025.

Applicants will only be able to appeal once in any one school year unless, in exceptional circumstances, the Trust has accepted a second application because of a significant and material change in the circumstances of the parent/carer, child or school, which has also been refused.

9. False Information

Applicants are strongly urged to complete the local authority's application and (if applicable) the school's Supplementary Information Form as accurately and fully as possible. Where an offer of a place at the school has been made on the basis of a fraudulent or intentionally misleading application which effectively denies a place to a child with a stronger claim, then under the School Admissions Code the school is able to withdraw the place even if the child has started school. In the event that a place is withdrawn, the application will be considered afresh.

Draft

APPENDIX 2: Supplementary Information Form**Manor Church of England Academy****Supplementary Information Form - 2025/26 Admissions**

Please note that this it is only necessary to complete this form where you are applying for priority under oversubscription criteria 2, 3 and 6 in the School's admissions policy.

Child's first name:	Name of parent/carer completing form:
Child's surname:	Relationship to child:
Date of birth:	Address (as per Local Authority application form):
Address :	
	post code telephone number:
Primary school attended:	Email
Do you presently have a sibling at Manor Y/N	Signature:
Name of sibling:	
Year group:	

Please indicate all relevant criteria that apply to your application and complete the relevant information:

Children satisfying the requirements for a Foundation Place (up to 121 remaining places)

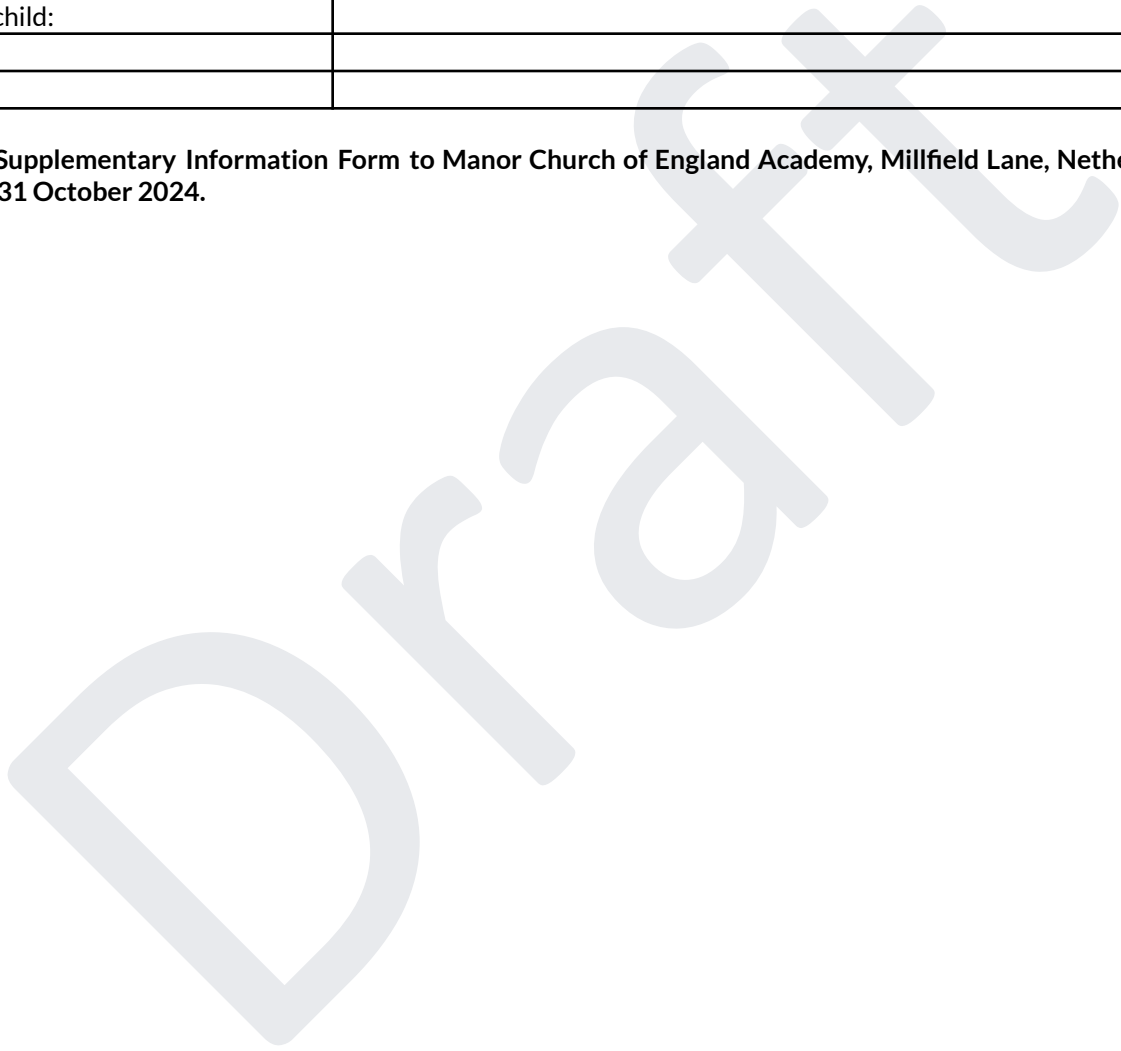
Criterion summary (please see School Admissions policy for full details)		Please tick	Additional Information Required
3.1. A	Foundation Place: Very regular worshipper living within the Priority Area		Please note that additional information is required as set out in section 4.3 above and that a signature is required from your minister of religion.*
3.1. B	Foundation Place: Other very regular worshipper		
3.2. A	Foundation Place: Regular worshipper living within the Priority Area		
3.2. B	Foundation Place: Other regular worshipper		
2	Children with exceptional social or medical needs which make the school the most suitable school for the child		Please note additional information is required as set out in section 4.2 above.*

4	Children of staff employed at the school	<p>Please note additional information is required as set out in section 4.4 of the School Admissions policy.</p> <p>Please give name of member of staff:</p> <p>_____</p> <p>Please include with this form [insert details of information required to assess demonstrable skills shortage][(where applicable).]</p>
---	--	---

*You should make sure you allow the time to get the necessary information/signature prior to the deadline for return of the form.

Name of person filling in the form (parent/carer):	
Relationship with child:	
Contact details:	
Signature:	

Please return this Supplementary Information Form to Manor Church of England Academy, Millfield Lane, Nether Poppleton, York, YO26 6PA by 31 October 2024.



(Supplementary Information Form continued)

Confirmation of regular attendance at worship
For completion by your minister of religion

I hereby confirm that:

(1) The aforementioned child or at least one parent/carer of the aforementioned child has attended worship at a regular public service (please tick):

- An average of at least twice a month for the two years immediately prior to the date of application;
- An average of at least once a month for the two years immediately prior to the date of application.

And

- That worship has taken place at a Christian place of worship, being a church which is Designated under the Ecumenical Relations Measure 2018, nationally by the Archbishops of Canterbury and York, or locally by the diocesan bishop, or which is a member of Churches Together in England,¹⁰ or affiliated to the Evangelical Alliance¹¹ or a Partner Church of Affinity.¹² The list of nationally designated churches can be found at https://www.churchofengland.org/sites/default/files/2019-04/list_of_designated_churches_3_oct_18.pdf.

Note: In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

Name and address of place(s) of worship attended:

Name	
Signature:	
Position: (e.g. Vicar/Pastor/Minister/Priest)	
Correspondence address:	
Telephone number:	

In the event that you have attended worship at different places of worship during the relevant period e.g. as you have moved areas, but taken together the attendance at worship at these places of worship would be sufficient to qualify for a Foundation place, please ask your Minister of Religion for each place of worship to complete this form specifying the relevant periods of attendance and frequency.

¹⁰ For up to date information on membership of Churches Together In England, please visit their website at https://www.cte.org.uk/Groups/234772/Home/Contacts/Member_Churches_list/Member_Churches_list.aspx

¹¹ The Evangelical Alliance is the largest body serving evangelical Christians in the UK. Many members of the Evangelical Alliance are individual congregations or churches and therefore too numerous to list here. However they can be "searched for" on the Evangelical Alliance's website - www.eauk.org.

¹² Affinity is an umbrella organisation to which independent churches belong, similar to an including the Fellowship of Independent Evangelical (FIEC) Churches.

This page is intentionally left blank



Our Lady Queen of Martyrs Catholic
Primary School a member of the
Nicholas Postgate
Catholic Academy Trust
within City of York Local Authority
Admission Policy 2025-26

Date approved by Trust Board:	February 2024
Version:	01
Publication Scheme:	Local Schools' Websites
Next Review Date:	February 2025
Policy Owner:	Standards Officer: School Admissions

How and when to apply for Main Round entry into Reception to start September 2025	3
Late Applications	3
Oversubscription Criteria	4
Additional Notes	5
Tie-breaker	6
Right of Appeal	7
Home Address	7
Waiting Lists	7
Application Information	7
In-year applications for all Year Groups: Reception – Year 6	7
Questions about the Admissions process or availability of places	8
Contacts	8

Our Lady Queen of Martyrs Catholic Primary School was founded by the Catholic Church to provide education for baptised Catholic children. The school is run by the Board of Directors of Nicholas Postgate Catholic Academy Trust as part of the Catholic Church in accordance with its Trust Deed and Articles of Association and seeks at all times to be a witness to Jesus Christ.

All Main Round and In-year applications must be conducted in accordance with the September 2021 School Admissions Code and School Admission Appeals Code published 1st October 2022.

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

The Board of Directors of the Nicholas Postgate Catholic Academy Trust is the Admissions Authority and is responsible for determining the school's admissions policy. The operational implementation of the Admissions policy is delegated to the Governing Body of the school.

The planned admission number for September 2025 is 60.

The Admissions Policy Criteria will be applied on an Equal Preference basis.

How and when to apply for Main Round entry into Reception to start September 2025

Applications must be made on the Local Authority Common Application Form. Parents applying to a Catholic School should also complete the Supplementary Information Form (SIF) as if the school is oversubscribed; the information contained within the SIF will allow the Board of Directors to identify which over subscription criteria your application is to be considered against. All forms must be returned by the closing date set by the Local Authority. Failure to provide a Supplementary Information Form (SIF) could affect the category your application is placed in. Please note that it is the responsibility of the parent/carer to complete all forms and supply evidence – reminders will not be sent.

Children with an Educational Health and Care Plan which following formal consultation names our school in their plan will be admitted to the school.

Late Applications

Any applications received after the closing date will be accepted but considered only after those received by the closing date.

Oversubscription Criteria

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:

(First priority in each category will be given to siblings (see note 3) that is, children who will have older brothers or sisters attending the school in September 2025).

1. Catholic 'looked after children' or children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order 91 including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).
2. Catholic children whose home address is within the parish boundaries of Our Lady's, York and English Martyrs, York.
3. Catholic children of members of school staff who have been employed at the school or its predecessor school for two or more years at the time at which the application for admission to the academy is made.
4. Other Catholic children.
5. Other 'looked after children' or children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order⁹¹ including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).
6. Other children of members of school staff who have been employed at the school or its predecessor school for two or more years at the time at which the application for admission to the academy is made.
7. Children from other Christian denominations. (see additional notes 2)

8. Other children.

Additional Notes

1. Definition of Catholic

Children who have been baptised as Catholics or have been formally received into the Catholic Church. All applicants seeking admission under any of criteria 1 to 4 will be asked to provide evidence that the child has been baptised as a Catholic or has been received into the Catholic Church. A baptismal certificate or a letter from their priest confirming their baptism or reception into the Catholic Church will suffice.

2. Definition of children of other Christian denominations.

“Children of other Christian denominations” means: children who belong to other churches and ecclesial communities which, acknowledging God’s revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God’s will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and of CYTÛN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis. All applicants seeking admission under any of criteria 7 will be asked to provide evidence that they are members of another Christian denomination. A baptismal certificate or a letter from their religious leader will suffice.

3. Definition of Sibling

Sibling refers to 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 and is in attendance at the same school on the date of admission.

4. Multiple Births

For multiple births where only 1 place remains, infant classes will be allowed to exceed the statutory limit where the 31st child is a twin or from multiple births. The 'excepted pupil' will be allowed for the time in Key Stage 1 or until the class numbers fall back to current class size limit.

5. Admission of a child outside their normal age group

Parents may seek a place for their child outside of their normal age group, for example if the child is gifted and talented or has experienced problems such as ill health. In addition, parents of a Summer born child (born between 1st April and 31st August) may choose not to send their child to school until the September following their 5th birthday and may request that they are admitted out of their normal age group – to reception rather than Year 1. If a parent wishes to request admission of a child outside of their normal year group you must contact the school to discuss your request with the Headteacher at least four weeks before the closing date of the admission period for your child's normal year group. The Headteacher will then discuss the request with a representative of the Admissions Authority. If the admissions authority agrees to a parents request, they will receive confirmation in writing. A parent should submit an application in the application window, as part of the Local Authority standard application process, for the deferred year in which they wish their child to be admitted to the school with the accompanying support letter from the Headteacher. Please note that when a child educated outside of their normal age group school year transfers to secondary school, there is no guarantee that the secondary school will agree to allow education outside of the normal age group to continue.

Tie-breaker

Where there are places available for some, but not all applicants within a particular criterion, distance from home address to the school entrance will be the deciding factor, Distance will be measured from the front door of the child's home address (including flats) to the main entrance of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority. If the admission number is reached at the point at which the next applicant resides in a home equal distance from the last successful place(s) offered, the last place will be offered by drawing lots. When the application of this rule would lead to the separation of twins or multiple birth siblings, both (or all) will be admitted.

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 or academy. Parents who are refused a place have a statutory right of appeal. Further details of the appeals process are available by emailing: admissionsappeals@npcat.org.uk

Home Address

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

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 or as agreed and operated by your school.

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 returned to them 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 according to the published Local Authority timetable.

In-year applications for all Year Groups: Reception – Year 6

If parents wish for their child to obtain a place at the school in any year group at any point after the 2025/26 academic year has commenced, they should apply using the relevant Local Authority In-year admissions application form. Verbal or written requests direct to school cannot be accepted as official applications.

Once a school receives an official application through the Local Authority, they will determine whether or not the child can be offered a place. The decision whether a place can be offered or not will be communicated to parents via letter from the Local Authority.

If a place is not offered then parents have their statutory right of appeal. The reasons for appeal should be written in a letter addressed to the Chair of Governors of the school and be posted or delivered to the school reception.

Questions about the Admissions process or availability of places

If parents have any questions about the admissions process or wish to obtain information on which NPCAT schools have places available, they can contact a NPCAT Standards Officer through the link on the NPCAT website.

Contacts

For advice on the content of this policy, please contact:

Mr John O'Boyle
Standards Officer for Admissions and Exclusions
Nicholas Postgate Catholic Academy Trust
Postgate House
Saltersgill Avenue
Middlesbrough
TS4 3JP

Email: oboyle.j@npcat.org.uk
Tel: 01642 529200



Admissions Policy

2025 - 2026

Contents

1	Introduction.....	3
2	Admission into Reception.....	4
3	Oversubscription Criteria.....	7
4	Appeals.....	9
5	False Information	9
6	Late Applications	9
7	Waiting List	10
8	Timetable.....	10
9	Contact Details.....	11
10	Schools in the Pathfinder Multi Academy Trust covered by this policy	11

1 Introduction

- 1.1 This policy applies to applications for the following schools for whom Pathfinder Multi Academy Trust is the admission authority, which are located within the City of York Local Authority area, and which do not have separate admission arrangements.

These schools are:

- Acomb Primary School
- Badger Hill Primary School
- Clifton with Rawcliffe Primary School
- Hempland Primary School
- Huntington Primary Academy
- New Earswick Primary School
- Poppleton Road Primary School
- Rufforth Primary School
- St Lawrence's CE Primary School
- Tang Hall Primary School

Pathfinder Multi Academy Trust is also the admission authority for the following York schools that are not covered by this policy, but instead have their own separate admission arrangements. These schools are:

- Archbishop Holgate's School
- Heworth CE Primary School

You can view these other policies by contacting these schools directly, or online at www.york.gov.uk/schooladmissions

- 1.2 This policy applies in the primary admissions round, that is when applying for a place in Reception as the normal year of entry to start primary school for the first time.

- 1.3 The Published Admission Number (PAN) is the number of pupils it is intended to admit into the first year group of school. This number differs for each school and for 2025 - 2026 these PANs are:

- for Acomb Primary School, 45 places
- for Badger Hill Primary School, 30 places
- for Clifton with Rawcliffe Primary School, 90 places
- for Hempland Primary School, 60 places
- for Huntington Primary Academy, 60 places
- for New Earswick Primary School, 30 places
- for Poppleton Road Primary School, 60 places
- for Rufforth Primary School, 15 places
- for St Lawrence's CE Primary School, 15 places
- for Tang Hall Primary School, 30 places

- 1.4 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. The admission authority for these schools is the trust board of the Pathfinder Multi Academy Trust.

- 1.5 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. Where applications for an in-year place are received, whether a place can be offered will depend upon the availability of places in the relevant class/year group. If there are more

applications for a place than places available, then the oversubscription criteria as in Section 3 of this policy will be applied to ascertain which child is most entitled to a place. Applications should be made no earlier than 20 school days before the school place is required.

- 1.6 The admission of children into the Reception year at a 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 primary school, even if the school and nursery are located on the same premises or run by the school itself.
- 1.7 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 City of York Guide for Parents which is available at www.york.gov.uk/guideforparents or upon request from the City of York School Services team. It is recommended that all applicants consider the information in the [Guide for Parents](#) before making an application.
- 1.8 The admission of children with an Education, Health and Care plan are covered by different admission regulations. Following consultation, if a school within Pathfinder Multi Academy Trust has been named, a place will be allocated for these children before considering other applications.

2 Admission into Reception

- 2.1 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.
- 2.2 This policy includes an option of ‘delayed 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 school, as long as their admission is not delayed beyond the point at which they reach compulsory school age. A child normally reaches compulsory school age at the start of the term following their fifth birthday. The table below sets out the position:

Date of Birth	Date of compulsory school age	Latest date child may start school full-time
1 September 2020 to 31 December 2020	31 December 2025	The start of the ‘Spring’ term in January 2026
1 January 2021 to 31 March 2021	31 March 2026	The start of the ‘Summer’ term in April 2026
1 April 2021 to 31 August 2021	31 August 2026	The start of the ‘Autumn’ term in September 2026

If you would like to delay your child’s entry, so they do not start full-time in September 2025, you must still apply at the normal time. Once allocated a school place, you should then advise the school in writing of your child’s intended start date and keep in

regular contact with the school regarding any changes to this intended date. Start dates are recommended to be at the start of each half term, but these can be varied by agreement with the school.

The school will hold a place for that child and not offer it to another child during the remainder of the Reception year. You should contact the school to make arrangements for admission of your child by no later than 20 school days before the intended start date. If you do not contact the school in the 20 school days before an intended and/or previously communicated start date, the school will make all reasonable efforts to contact you by telephone and in writing at any known physical address or email address. In the event that all attempts to contact you are unsuccessful, the school place may be withdrawn.

- 2.3 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, but if you would like to discuss part-time education for your child so they do not start full-time in September 2025, you must still apply at the normal time. Once allocated a school place, you should then ask the school in writing what part-time provision may be offered, advise them of your child's intended full-time start date and keep in regular contact with the school regarding any changes to this intended date.
- 2.4 Some parent/carers of 'summer born' children (those children born between 1 April and 31 August) may wish to investigate the possibility of 'deferred entry' into a lower year group. If you are considering this for your child, please contact the LA [School Services team](#) who can provide you with information and advice.

If you would like to defer your child's entry, so they do not start in Reception in September 2025, but instead start Reception in September 2026, you must still apply at the normal time and parallel to your application, put a formal request in writing to defer your child's admission to a lower year group.

For the purposes of coming to a decision on such deferrals for those children living in the City of York, the LA has developed a city-wide policy and invited all other admission authorities to take part in joint arrangements. Pathfinder Multi Academy Trust has adopted the City of York Delayed and Deferred Admissions Policy for the purposes of administering requests for deferred entry for 'summer born' children. More information on delayed and deferred entry can be found in the [City of York Delayed and Deferred Admissions Policy](#).

Places are not held open for children who defer entry, so parent/carers must, if their request is approved, reapply by **15 January the following year** for a place in Reception alongside children who are one school year younger. Parent/carers may make an identical application for the same schools, or request different schools from their initial application.

Parents/carers should be aware that as the numbers of applications and preferences, and even the number of available places, may differ from year to year, that a deferral does not mean a place at the same school can be allocated one year later. It will not be known which school is allocated for an agreed deferral until National Offer Day in the school year the child turns 5 and the results of the application one year later **may result in a different school being allocated**.

- 2.5 If you would like to investigate accelerating your child's entry, so they do not start in the year group relevant to the child's age (the school year they turn five), but instead

start at an earlier time, you should contact the Trust at an early stage to discuss your intentions and what the best approach might be.

If you would like to accelerate your child's entry, you should then put a formal request in writing, together with any supporting information, by no later than 29 November 2024. The Trust will then consider your request, if necessary in conjunction with other schools, the LA, early years providers and professionals.

If the request is approved, wherever possible you should submit an application as part of the normal admissions round, for the year group it has been agreed is the most appropriate for the child. Parents/carers should make it clear in their application that an application out of the usual year group has been agreed. The application will then be considered in accordance with this admissions policy. The Trust will not give the application lower priority on the basis that the child is being admitted out of their normal age group. If the request is rejected, you should apply in the usual way for your child to join their correct age group. Should parents/carers disagree with a decision to refuse their request, they should put their complaint in writing and follow the Trust's complaints procedure.

- 2.6 Applications should be made by the closing date for applications which is 15 January 2025. Applications can be made online at www.york.gov.uk/schooladmissions. It is expected that most applications will be made online, but where applicants cannot apply online, they may request support from the Trust, LA, schools, or a paper application form known as the 'School admissions application for Primary School in September 2025'. There is no additional 'Supplementary Information Form' required to apply for a school place at any Pathfinder Multi Academy Trust school covered by this policy.
- 2.7 When making an application, parent/carers are advised to supply any additional information that may be required to the admission authority by providing this information in writing direct to the school or 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 social or medical needs which relate to the preferred school. Further guidance on additional information can be found in the [Guide for Parents](#).
- 2.8 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 the number of pupils that can be admitted in Reception, Year 1 and Year 2. For these reasons each school has a Published Admission Number - that is the number of places available that will be offered in the year of entry.
- 2.9 Applicants will be responsible for travel arrangements and the costs of travel to and from school.
- 2.10 Acomb Primary School, Badger Hill Primary School, Clifton with Rawcliffe Primary School, Hempland Primary School, Huntington Primary Academy, New Earswick Primary School, Poppleton Road Primary School, Rufforth Primary School, St Lawrence's CE Primary School and Tang Hall Primary School each have their own catchment area. The City of York Local Authority advises applicants 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. Catchment areas are designated

by the Local Authority and are made available to applicants in the [Guide for Parents](#), online at www.york.gov.uk and upon request from the City of York School Services team.

3 Oversubscription Criteria

Some schools will be oversubscribed - that is where the number of applicants exceeds the Published 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:

3.1 **Children who are either currently or have previously been 'looked after'.**

This applies to all children who are currently in the care of a local authority; all children who have been adopted from local authority care (subject to an adoption, residence or special guardianship order); and all children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.

It is the responsibility of parent/carers, or the child's social worker to provide the information to the admission authority that this criterion applies.

3.2 **Children who live within the catchment area normally served by the preferred school, with a sibling at the preferred school at the time of admission.**

Catchment areas are designated by the Local Authority and are made available to parent/carers in the [Guide for Parents](#), online at www.york.gov.uk, and upon request from the City of York School Services team. Siblings are defined as brothers or sisters living in the same house, as their primary place of residence (including half-, step- and foster-brothers or sisters);

The Trust uses the address provided in the application, and using GIS software, determines which catchment area an address, and therefore a child, resides in. This address must be the address at which the child is ordinarily resident. Further detailed advice on addresses is contained within the [Guide for Parents](#).

It is the responsibility of parent/carers to include with their application the name of any sibling(s) where this criterion applies for checking by the Trust.

3.3 **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 for Parents](#), online at www.york.gov.uk, and upon request from the City of York School Services team;

The Trust uses the address provided in the application, and using GIS software, determines which catchment area an address, and therefore a child, resides in. This address must be the address at which the child is ordinarily resident. Further detailed advice on addresses is contained within the [Guide for Parents](#).

3.4 **Children considered by the admission authority to have exceptional social or medical needs which makes the preferred school the most suitable school for the child.**

The admission 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;

It is the responsibility of parent/carers to provide the additional information where they believe this criterion applies. To be given priority on this basis, the admission authority would have to be satisfied that the child's needs were such that the preferred school would be the most suitable school for the child.

The Trust may defer these considerations and decisions to others to consider any documentation provided by parent/carers and assess whether these needs are 'exceptional' in nature. Those applications with supporting information that the Trust determines are 'exceptional' would have to be where only the preferred school could meet the child's need.

3.5 Children with a sibling 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, step and foster-brothers or sisters);

It is the responsibility of parent/carers to include with their application the name of any sibling(s) where this criterion applies for checking by the Trust.

3.6 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 closest entrance of the school.

Distances are measured using a system of walking routes rather than straight line distances to better reflect the length of the journey from home to school. Within a contiguous urban area these routes are those that are properly paved and lit alongside roads and other walkways and do not include the York outer ring road. Outside a contiguous urban area, for example for applications from outside the City of York area, these distances continue to be measured along the road network.

Where there are fewer places than children in an oversubscription priority as above, in order to decide to whom places will be allocated, the following tie-breakers will be applied:

- first, to the child(ren) who also fulfil the next highest priority;
- second, to the child(ren) living closest to the school as defined in priority 6;
- and third, if the measurement of the distance from home to school above does not distinguish between two or more applicants with equal priority, random allocation will be used as the final tie-breaker, and independently verified.

Where the application of the above would lead to a place being made available for a child of multiple birth, but not their sibling(s), we will work within the Admissions Code in order to make a place available for the sibling(s) wherever reasonably possible.

For example, for two children who are both resident in the catchment area without a sibling on roll at the time of admission and are thus assigned the same (third) priority, the place would first be allocated to the child who also fulfils the next highest priority, for example, an exceptional social or medical need (fourth priority) over a child who lives closer to the school (sixth priority).

4 Appeals

- 4.1 Applicants refused a place at the school have a statutory right of appeal. If a preference for a place at the school is refused, the applicant will be informed of the reasons and of their right of appeal. This right does not apply if they are allocated a place but it is not in their preferred year group.
- 4.2 Pathfinder Multi Academy Trust subscribes to the City of York's independent appeals procedure and any decision made under this admissions policy can be appealed using that process. Appeals are heard by an independent appeals panel and their decisions are legally binding in line with the School Admission Appeals Code. We will publish our appeals timetable on our website by 28 February 2025. Applicants who wish to appeal should contact the LA 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.
- 4.3 Applicants will only be able to appeal once in any one school year unless, in exceptional circumstances, the admission authority has accepted a second application because of a significant and material change in the circumstances of the parent/carer, child or school.

5 False Information

- 5.1 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.

6 Late Applications

- 6.1 Applications received after the closing date for applications of 15 January 2025 may be treated as 'late' applications – that is processed after all 'on-time' applications.
- 6.2 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 admission authority's processes.
- 6.3 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.
- 6.4 Late applications received after the first day of the school year will be considered as 'in-year' applications. 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 7 of this policy.

7 Waiting List

- 7.1 If a school is oversubscribed, a waiting list will be held from when offers have been made until 31 December 2025. After 31 December 2025, if there is still a waiting list, an ‘in-year’ waiting list is then held until the end of that school year. Beyond the first school year, refused preferences do not ‘roll over’ into future school years. Should applicants wish to remain on a waiting list for a future school year, they should submit a new application by 5 July in the relevant year.
- 7.2 A child’s position on the list will be determined by the oversubscription criteria set out in Section 3 of this policy and will reflect their current circumstances where these circumstances have been provided to the admission authority. The list will also contain all other on-time and late preferences that have been refused or are requested. Should a place become available while the waiting list is in operation, a place will be made available to the applicant on the top of the waiting list on the day the place became available.
- 7.3 Applications may only be made once for each school year unless there has been a significant and material change in the circumstances of the parent/carer, child or school, which the admission authority agrees requires a new application.
- 7.4 Being on a waiting list does not affect a parent’s/carer’s right of appeal against an unsuccessful preference.

8 Timetable

by 12 September 2024	Opening date for applications. ‘School admissions application for Primary School in September 2025’ form made available and online applications start to be accepted at www.york.gov.uk/admissions
15 January 2025	Closing date for ‘on-time’ applications (both online and by paper ‘School admissions application for Primary School in September 2025’ form)
from 16 January 2025	Applications received may be treated as ‘late’
16 April 2025 (or next working day)	National Offer Day
20 May 2025	Deadline for return of appeal papers for ‘on-time’ applicants
10 June 2025 - 22 July 2025	Admission appeals for ‘on-time’ applicants
September 2025	Start of the school year
31 December 2025	Waiting list for all community and voluntary controlled primary and infant schools closes

9 Contact Details

Chair of the MAT Board
Pathfinder Multi Academy Trust
Hull Road
York
YO10 5ZA
01904 806000
www.pathfindermat.co.uk

10 Schools in Pathfinder Multi Academy Trust covered by this policy

- Acomb Primary School (Primary, 5-11)
- Badger Hill Primary School (Primary, 5-11)
- Clifton with Rawcliffe Primary School (Primary, 5-11)
- Hempland Primary School (Primary, 5-11)
- Huntington Primary School (Primary, 5-11)
- New Earswick Primary School (Primary, 5-11)
- Poppleton Road Primary School (Primary, 5-11)
- Rufforth Primary School (Primary, 5-11)
- St Lawrence's CE Primary School (Primary, 5-11)
- Tang Hall Primary School (Primary, 5-11)

[View school contact details on the City of York website](#)

This page is intentionally left blank



**SOUTH BANK
ACADEMY
TRUST**

DRAFT

**South Bank
Multi Academy Trust**

Admissions Policy

2025 – 2026

Introduction

- 1 This policy applies to applications for schools for whom South Bank Multi Academy Trust is the admission authority, which are located within the City of York Local Authority area. These schools are:
 - Knavesmire Primary School
 - Millthorpe School
 - Scarcroft Primary School
 - Woodthorpe Primary School
 - Carr Junior School
 - York High School

The Trust is responsible for determining the school's admissions arrangements (including this policy) and deciding who can be allocated a place in accordance with it.

- 2 This policy applies in the following admissions rounds:
 - for Knavesmire Primary School, Scarcroft Primary School and Woodthorpe Primary School - the primary admissions round, that is when applying for a place in Reception as the normal year of entry to start primary school for the first time;
 - for Carr Junior School - 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.
 - for Millthorpe School and York High School - 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.
- 3 The Published Admission Number (PAN) is the number of pupils it is intended to admit into the first year group of school. This number differs for each school and for 2025-2026 these PANs are:
 - for Knavesmire Primary School, 60 places
 - for Millthorpe School, 210 places
 - for Scarcroft Primary School, 45 places
 - for Woodthorpe Primary School, 60 places
 - for Carr Junior School, 60 place
 - for York High School, 150 places

This policy is designed to be as fair as possible while ensuring that resources are used sensibly.

- 4 This policy complies with and operates within the relevant City of York Coordinated Admissions Schemes in the City of York Local Authority area. The admission authority for these schools is the trust board of the South Bank Multi Academy Trust.
- 5 This policy applies only to applications for 2025-26 admissions. It does not apply to in-year admissions. 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. South Bank Multi Academy Trust has adopted the City of York in-year admissions policy; more information about the process of in-year admissions can be found [here](#)



- 6 Under the primary, junior and secondary school admission arrangements the allocation of places is based on where the child/parent lives and the preferences of parent/carers.
- 7 The admission of children into the Reception year at a 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 primary school, even if the school and nursery are located on the same premises or run by the school itself.
- 8 Attendance at a particular primary school does not give a child any guaranteed priority for admission to a junior or secondary school, even if both schools are within the South Bank Multi Academy Trust, located on the same premises, or run by or share the same leadership or resources.
- 9 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 City of York Guide for Parents which is available at [here](#) or upon request from the City of York School Admissions team. It is recommended that all applicants consider the information in the [Guide for Parents](#) before making an application.
- 10 The admission of children with an Education, Health and Care plan are covered by different admission regulations. Following negotiation, once a school within South Bank Multi Academy Trust has been named, a place will be allocated for these children 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 'delayed 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 school, as long as their admission is not delayed beyond the point at which they reach compulsory school age. A child normally reaches compulsory school age at the start of the term following their fifth birthday. The table below sets out the position:

Date of birth	Date of compulsory school age	Latest date child may start school full-time
1 September 2020 - 31 December 2020	31 December 2025	The start of the 'Spring' term in January 2026
1 January 2021 - 31 March 2021	31 March 2026	The start of the 'Summer' term in April 2026
1 April 2021 - 31 August 2021	31 August 2026	[The start of the 'Autumn' term in September 2026



If you would like to delay your child's entry, so they do not start full-time in September 2025, you must still apply at the normal time. Once allocated a school place, you should then advise the school in writing of your child's intended start date and keep in regular contact with the school regarding any changes to this intended date. Start dates are recommended to be at the start of each half term, but these can be varied by agreement with the school.

The school will hold a place for that child and not offer it to another child during the remainder of the Reception year. You should contact the school to make arrangements for admission of your child by no later than 20 school days before the intended start date. If you do not contact the school in the 20 school days before an intended and/or previously communicated start date, the school will make all reasonable efforts to contact you by telephone and in writing at any known physical address or email address. In the event that all attempts to contact you are unsuccessful, the school place may be withdrawn.

- 3 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, but if you would like to discuss part-time education for your child so they do not start full-time in September 2025, you must still apply at the normal time. Once allocated a school place, you should then ask the school in writing what part-time provision may be offered, advise them of your child's intended full-time start date and keep in regular contact with the school regarding any changes to this intended date.
- 4 Some parent/carers of 'summer born' children (those children born between 01 April and 31 August) may wish to investigate the possibility of 'deferred entry' into a lower year group. If you are considering this for your child, please contact the LA [Education Support Services Team](#) who can provide you with information and advice.

If you would like to defer your child's entry, so they do not start in Reception in September 2025, but instead start Reception in September 2026, you must still apply at the normal time and parallel to your application, put a formal request in writing to defer your child's admission to a lower year group.

For the purposes of coming to a decision on such deferrals for those children living in the City of York, the LA has developed a city-wide policy and invited all other admission authorities to take part in joint arrangements. South Bank Multi Academy Trust has adopted the City of York Delayed and Deferred Admissions Policy for the purposes of administering requests for deferred entry for 'summer born' children. More information on delayed and deferred entry can be found in the [City of York Delayed and Deferred Admissions Policy](#).

Places are not held open for children who defer entry, so parent/carers must, if their request is approved, reapply by 15 January the following year for a place in Reception alongside children who are one school year younger. Parent/carers may make an identical application for the same schools, or request different schools from their initial application.



Parents/carers should be aware that as the numbers of applications and preferences, and even the number of available places, may differ from year to year, that a deferral does not mean a place at the same school can be allocated one year later. It will not be known which school is allocated for an agreed deferral until the National Offer day in the school year the child turns 5 and the results of the application one year later may result in a different school being allocated.

- 5 If you would like to investigate accelerating your child's entry, so they do not start in the year group relevant to the child's age (the school year they turn five), but instead start at an earlier time, you should contact the Trust at an early stage to discuss your intentions and what the best approach might be.

If you would like to accelerate your child's entry, you should then put a formal request in writing, together with any supporting information, by no later than 29 November 2023. The Trust will then consider your request, if necessary in conjunction with other schools, the LA, early years providers and professionals.

If the request is approved, wherever possible you should submit an application as part of the normal admissions round, for the year group it has been agreed is the most appropriate for the child. Parents/carers should make it clear in their application that an application out of the usual year group has been agreed. The application will then be considered in accordance with this admissions policy. The Trust will not give the application lower priority on the basis that the child is being admitted out of their normal age group. If the request is rejected, you should apply in the usual way for your child to join their correct age group. Should parents/carers disagree with a decision to refuse their request, they should put their complaint in writing and follow the Trust's complaints policy.

- 6 Applications should be made by the closing date for applications, which is 15 January 2025. Applications can be made online at www.york.gov.uk/admissions. It is expected that most applications will be made online, but where applicants cannot apply online, they may request support from the Trust, LA, schools, or a paper application form known as the 'School admissions application for Primary School in September 2025'
- 7 When making an application, parent/carers are advised to supply any additional information that may be required to the admission authority in writing preferably 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 social or medical needs which relate to the preferred school. Further guidance on additional information can be found in the [Guide for Parents](#).
- 8 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 the number of pupils that can be admitted in Reception, Year 1 and Year 2. For these reasons each school has a Published Admission Number – that is the number of places available that will be offered in the year of entry.



- 9 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.
- 10 Knavesmire Primary School, Scarcroft Primary School and Woodthorpe Primary School each have their own catchment area. The City of York Local Authority advises applicants 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. Catchment areas are designated by the Local Authority and are made available online at www.york.gov.uk and upon request from the Education Support Services Team.

B Admissions into Year 3

- 1 Pupils will normally be admitted into the year group relevant to the pupil's age.
- 2 If you would like to investigate accelerating your child's entry, so they do not start in the year group relevant to the child's age, but instead start at an earlier time, you should contact the Trust at an early stage to discuss your intentions and what the best approach might be.

If you would like to accelerate your child's entry, you should then put a formal request in writing, together with any supporting information, an details of whether your child has previously been educated out of their chronological age group, by no later than 29 November 2024. The Trust will then consider your request, if necessary in conjunction with other schools and professionals.

If the request is approved, wherever possible you should submit an application as part of the normal admissions round, for the year group it has been agreed is the most appropriate for the child. Parents/carers should make it clear in their application that an application out of the usual year group has been agreed. The application will then be considered in accordance with this admissions policy. The Trust will not give the application lower priority on the basis that the child is being admitted out of their normal age group. If the request is rejected, you should apply in the usual way for your child to join their correct age group. Should parents/carers disagree with a decision to refuse their request, they should put their complaint in writing and follow the Trust's complaints policy.

- 3 Applications should be made by the closing date for applications which is 15 January 2025. Applications can be made online at www.york.gov.uk/admissions. It is expected that most applications will be made online, but where applicants cannot apply online, they may request support from the Trust, the LA, schools, or a paper application form known as the 'School admission application for Junior School in September 2025'.
- 4 When making an application, parent/carers are advised to supply any additional information that may be required to the admission 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 social or medical 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 pupils that can go to a school each year these standards could not be maintained. For this reason each school has a Published 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 Carr Junior School has their own catchment area. The City of York Local Authority advises applicants 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. Catchment areas are designated by the Local Authority and are made available, online at www.york.gov.uk and upon request from the Education Support Services Team

C Admissions into Year 7

- 1 Pupils will normally be admitted into the year group relevant to the pupil's age.
- 2 If you would like to investigate accelerating your child's entry, so they do not start in the year group relevant to the child's age, but instead start at an earlier time, you should contact the Trust at an early stage to discuss your intentions and what the best approach might be.

If you would like to accelerate your child's entry, you should then put a formal request in writing, together with any supporting information, an details of whether your child has previously been educated out of their chronological age group, by no later than 29 November 2024. The Trust will then consider your request, if necessary in conjunction with other schools and professionals.

If the request is approved, wherever possible you should submit an application as part of the normal admissions round, for the year group it has been agreed is the most appropriate for the child. Parents/carers should make it clear in their application that an application out of the usual year group has been agreed. The application will then be considered in accordance with this admissions policy. The Trust will not give the application lower priority on the basis that the child is being admitted out of their normal age group. If the request is rejected, you should apply in the usual way for your child to join their correct age group. Should parents/carers disagree with a decision to



refuse their request, they should put their complaint in writing and follow the Trust's complaints policy.

- 3 Applications should be made by the closing date for applications which is 31 October 2024. Applications can be made online at www.york.gov.uk/admissions. It is expected that most applications will be made online, but where applicants cannot apply online, they may request support from the Trust, LA, schools, or a paper application form known as the 'School admissions application for Secondary School in September 2025'.
- 4 When making an application, parent/carers are advised to supply any additional information that may be required to the admission authority in writing preferably 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 social or medical 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 pupils that can go to a school each year these standards could not be maintained. For this reason each school has a Published 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 Millthorpe School and York High School each have their own catchment area. The City of York Local Authority advises applicants 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. Catchment areas are designated by the Local Authority and are made available , online at www.york.gov.uk and upon request from the Education Support Services Team

D Oversubscription criteria (Primary and Secondary)

Some schools will be oversubscribed – that is where the number of applicants exceeds the Published 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 currently or have previously been, in the care of a local



authority; all children who have been adopted from local authority care, subject to an adoption, residence or special guardianship order; and all children who appear to have been in state care outside of England and ceased to be in state care as a result of adoption, residence or special guardianship order. ;

It is the responsibility of parent/carers, or the child's social worker to provide the information to the admission authority that this criterion applies.

2 Children who live within the catchment area normally served by the preferred school, with a sibling at the preferred school at the time of admission.

Catchment areas are designated by the Local Authority and are made available to parent/carers online at www.york.gov.uk, and upon request from the Education Support Services Team . Siblings are defined as brothers or sisters living in the same house, as their primary place of residence (including half-, step- and foster-brothers or sisters);

The Trust uses the address provided in the application, and using GIS software, determines which catchment area an address, and therefore a child, resides in. This address must be the address at which the child is ordinarily resident. Further detailed advice on addresses is contained within the [Guide for Parents](#).

It is the responsibility of parent/carers to include with their application the name of any sibling(s) where this criterion applies for checking by the Trust.

3 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, online at www.york.gov.uk, and upon request from the Education Support Services Team

The Trust uses the address provided in the application, and using GIS software, determines which catchment area an address, and therefore a child, resides in. This address must be the address at which the child is ordinarily resident. Further detailed advice on addresses is contained within the [Guide for Parents](#).

4 Children considered by the admission authority to have exceptional social or medical needs which makes the preferred school the most suitable school for the child. The admission 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;

It is the responsibility of parent/carers to provide the additional information where they believe this criterion applies. To be given priority on this basis, the admission authority would have to be satisfied that the child's needs were such that the preferred school would be the most suitable school for the child.

Admissions officers defer these considerations and decisions to a panel of children's services officers, in areas such as safeguarding and education social care. This 'Exceptional Social and Medical (ESM) Panel' considers any documentation provided by parent/carers and assesses whether these needs are 'exceptional' in



nature. Admissions officers have no decision-making role in this process and only identify those applications to be considered by the ESM Panel and request further information from parent/carers. Those applications with supporting information that the ESM Panel determines are 'exceptional' would have to be where only the preferred school could meet the pupil's need.

- 5 **Children with a sibling 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-, step and foster-brothers or sisters);

It is the responsibility of parent/carers to include with their application the name of any sibling(s) where this criterion applies for checking by the Trust.

- 6 **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 closest entrance of the school.

Distances are measured using a system of walking routes rather than straight line distances to better reflect the length of the journey from home to school. Within a contiguous urban area these routes are those that are properly paved and lit alongside roads and other walkways and do not include the York outer ring road. Outside a contiguous urban area, for example for applications from outside the City of York area, these distances continue to be measured along the road network.

Where there are fewer places than children in an oversubscription priority as above, in order to decide to whom places will be allocated, the following tie-breakers will be applied:

- first, to the child(ren) who also fulfil the next highest priority;
- second, to the child(ren) living closest to the school as defined in priority 6;
- and third, if the measurement of the distance from home to school above does not distinguish between two or more applicants with equal priority, random allocation will be used as the final tie-breaker, and independently verified.

Where the application of the above would lead to a place being made available for a child of multiple birth, but not their sibling(s), we will work within the Admissions Code in order to make a place available for the sibling(s) wherever reasonably possible.

For example, for two children who are both resident in the catchment area without a sibling on roll at the time of admission and are thus assigned the same (third) priority, the place would first be allocated to the child who also fulfils the next highest priority, for example, an exceptional social or medical need (fourth priority) over a child who lives closer to the school (sixth priority).

E Oversubscription criteria (Junior)

Some schools will be oversubscribed – that is where the number of applicants exceeds the Published 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 currently or have previously been, in the care of a local authority; all children who have been adopted from local authority care, subject to an adoption, residence or special guardianship order; and all children who appear to have been in state care outside of England and ceased to be in state care as a result of adoption, residence or special guardianship order.

It is the responsibility of parent/carers, or the child's social worker to provide the information to the admission authority that this criterion applies.

- 2 **Children who live within the catchment area normally served by the preferred school, with a sibling at the preferred school at the time of admission.** Catchment areas are designated by the Local Authority and are made available to parent/carers in the Guide for Parents, online at www.york.gov.uk, and upon request from the City of York School Services team. Siblings are defined as brothers or sisters living in the same house, as their primary place of residence (including half-, step- and foster-brothers or sisters);

The Trust uses the address provided in the application, and using GIS software, determines which catchment area an address, and therefore a child, resides in. This address must be the address at which the child is ordinarily resident. Further detailed advice on addresses is contained within the Guide for Parents.

It is the responsibility of parent/carers to include with their application the name of any sibling(s) where this criterion applies for checking by the Trust.

- 3 **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 for Parents, online at www.york.gov.uk, and upon request from the City of York School Services team; The Trust uses the address provided in the application, and using GIS software, determines which catchment area an address, and therefore a child, resides in. This address must be the address at which the child is ordinarily resident. Further detailed advice on addresses is contained within the Guide for Parents.
- 4 **Children considered by the admission authority to have exceptional social or medical needs which makes the preferred school the most suitable school for the child.** The admission 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;

It is the responsibility of parent/carers to provide the additional information where they believe this criterion applies. To be given priority on this basis, the admission authority would have to be satisfied that the child's needs were such that the preferred school would be the most suitable school for the child.



Admissions officers defer these considerations and decisions to a panel of children's services officers, in areas such as safeguarding and education social care. This 'Exceptional Social and Medical (ESM) Panel' considers any documentation provided by parent/carers and assesses whether these needs are 'exceptional' in nature. Admissions officers have no decision-making role in this process and only identify those applications to be considered by the ESM Panel and request further information from parent/carers. Those applications with supporting information that the ESM Panel determines are 'exceptional' would have to be where only the preferred school could meet the pupil's need.

- 5 **Children with a sibling 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-, step and foster-brothers or sisters);

It is the responsibility of parent/carers to include with their application the name of any sibling(s) where this criterion applies for checking by the Trust.

- 6 **Pupils who attend Year 2 at the named feeder school for the preferred school at the time of the closing date for applications.** The closing date of applications is 15 January in the year of admission. For Carr Junior School the named feeder school is Carr Infant School.

- 7 **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 closest entrance of the school.

Distances are measured using a system of walking routes rather than straight line distances to better reflect the length of the journey from home to school. Within a contiguous urban area these routes are those that are properly paved and lit alongside roads and other walkways and do not include the York outer ring road. Outside a contiguous urban area, for example for applications from outside the City of York area, these distances continue to be measured along the road network.

Where there are fewer places than children in an oversubscription priority as above, in order to decide to whom places will be allocated, the following tie-breakers will be applied:

- first, to the child(ren) who also fulfil the next highest priority;
- second, to the child(ren) living closest to the school as defined in priority 6;
- and third, if the measurement of the distance from home to school above does not distinguish between two or more applicants with equal priority, random allocation will be used as the final tie-breaker, and independently verified.

Where the application of the above would lead to a place being made available for a child of multiple birth, but not their sibling(s), we will work within the Admissions Code in order to make a place available for the sibling(s) wherever reasonably possible.

For example, for two children who are both resident in the catchment area without a sibling on roll at the time of admission and are thus assigned the same (third) priority, the place would first be allocated to the child who also fulfils the next highest priority,



for example, an exceptional social or medical need (fourth priority) over a child who lives closer to the school (sixth priority).

F Appeals

- 1 Applicants refused a place at the school have a statutory right of appeal. If a preference for a place at the school is refused, the applicant will be informed of the reasons and of their right of appeal. This right does not apply if they are allocated a place but it is not in their preferred year group.
- 2 South Bank Multi Academy Trust subscribes to the City of York's independent appeals procedure and any decision made under this admissions policy can be appealed using that process. Appeals are heard by an independent appeals panel and their decisions are legally binding in line with the School Admission Appeals Code. We will publish our appeals timetable at www.york.gov.uk/admissions by 28 February 2025. Applicants who wish to appeal should contact the Education Support Services Team to request the correct appeal form. Appeal forms should be returned within 20 school days of the date the place was refused.
- 3 Applicants will only be able to appeal once in any one school year unless, in exceptional circumstances, the admission authority has accepted a second application because of a significant and material change in the circumstances of the parent/carer, child or school.

G 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.

H Late Applications

- 1 Applications received after the relevant closing date for applications of may be treated as 'late' applications – that is processed after all 'on-time' applications.
 - For applications for Knavesmire Primary School, Scarcroft Primary School and Woodthorpe Primary School - in the primary admissions round, applications will be treated as late after 15 January 2025;
 - For applications for Carr Junior School – in the junior round, applications will be treated as late after 15 January 2025
 - For applications for Millthorpe School and York High School – in the secondary admissions round, applications will be treated as late after 31 October 2024.
- 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 admission 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 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 I of this policy.

I Waiting List

- 1 If a school is oversubscribed, a waiting list will be held from when offers have been made until 31 December 2025. After 31 December 2025, if there is still a waiting list, an 'in-year' waiting list is then held until the end of that school year. Beyond the first school year, refused preferences do not 'roll over' into future school years. Should applicants wish to remain on a waiting list for a future school year, they should submit a new application from mid June when applications are open and preferably no later than 05 July in the relevant year.
- 2 A child's position on the list will be determined by the oversubscription criteria set out in Section D of this policy and will reflect their current circumstances where these circumstances have been provided to the admission authority. The list will also contain all other on-time and late preferences that have been refused or are requested. Should a place become available while the waiting list is in operation, a place will be made available to the applicant on the top of the waiting list on the day the place became available.
- 3 Applications may only be made once for each school year unless there has been a significant and material change in the circumstances of the parent/carer, child or school, which the admission authority agrees requires a new application.
- 4 Being on a waiting list does not affect a parent's/carer's right of appeal against an unsuccessful preference.

J

Timetable

by 12 September 2024	Opening date for applications. 'School admissions application for Primary, Junior and Secondary School in September 2025' form made available and online applications start to be accepted at www.york.gov.uk/admissions
September - October 2024	Secondary school open evenings
31 October 2024	Closing date for 'on-time' Secondary applications (both online and by paper 'School admissions application for Secondary School in September 2025' form)
From 1 November 2024	Secondary applications received may be treated as 'late'
15 January 2024	Closing date for 'on-time' applications (both online and by paper 'School admissions application for Primary & Junior School in September 2025' form)
from 16 January 2025	Primary and Junior applications received may be treated as 'late'
1 March 2025 (or next working day)	Secondary National Offer Day
31 March 2025	Deadline for return of Secondary school appeal papers for 'on-time' applicants
16 April 2025 (or next working day)	Primary & Junior National Offer Day
29 April – 17 June 2025	Secondary school admissions appeal period for on time applicants
17 May 2025	Deadline for return of Primary & Junior appeal papers for 'on-time' applicants



10 June – 22 July 2025	Primary school admissions appeal period for on time applicants
September 2025	Start of the school year

K Contact details for correspondence

The Chair of the Trust Board
 South Bank Multi Academy Trust
 Woodthorpe Primary School
 Summerfield Road, YO24 2RU
 01904 806460
clerk@southbanktrust.co.uk
www.southbanktrust.co.uk

L Schools in the South Bank Multi Academy Trust covered by this policy

Knavesmire Primary School (Primary, 5-11)
 Millthorpe School (Secondary, 11-16)
 Scarcroft Primary School (Primary, 5-11)
 Woodthorpe Primary School (Primary, 5-11)
 Carr Junior School (Junior, 7-11)
 York High School (Secondary, 11-16)

[View school contact details on the City of York website](#)



South York
MULTI-ACADEMY TRUST

South York Multi-Academy Trust

Admissions Policy

2025 – 2026

Introduction

1 This policy applies to applications for schools for whom the South York Academy Trust is the admission authority, which are located within the City of York Local Authority area. These schools are:

- Dunnington Church of England Primary School
- Wheldrake with Thorganby Church of England Primary School
- Archbishop's of York Church of England Junior School
- Fulford School
- Bishopthorpe Infant School

The Trust is responsible for determining the school's admissions arrangements (including this policy) and deciding who can be allocated a place in accordance with it.

2 This policy applies in the following admissions rounds:

- for Dunnington Church of England Primary School, Bishopthorpe Infant School and Wheldrake with Thorganby Church of England Primary School - the primary admissions round, that is when applying for a place in Reception as the normal year of entry to start primary school for the first time;
- for Archbishop's of York Church of England Junior School - 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.
- for Fulford School - 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.

3 The Published Admission Number (PAN) is the number of pupils it is intended to admit into the first year group of school. This number differs for each school and for 2025 – 2026 these PANs are:

- for Dunnington Church of England Primary School, 30 places
- for Wheldrake with Thorganby Church of England Primary School, 30 places

- Bishopthorpe Infant School, 30 places
 - for Archbishop's of York Church of England Junior School, 45 places
 - for Fulford School, 300 places
- 4 This policy complies with and operates within the relevant City of York Coordinated Admissions Schemes in the City of York Local Authority area. The admission authority for these schools is the trust board of the South York Academy Trust.
 - 5 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. Where applications for an in-year place are received, whether a place can be offered will depend upon the availability of places in the relevant class/year group. If there are more applications for a place than places available, then the oversubscription criteria as in Section C of this policy will be applied to ascertain which child is most entitled to a place.
 - 6 The admission of children into the Reception year at a 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 primary school, even if the school and nursery are located on the same premises or run by the school itself.
 - 7 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 City of York Guide for Parents which is available at www.york.gov.uk/guideforparents or upon request from the City of York School Services team. It is recommended that all applicants consider the information in the [Guide for Parents](#) before making an application.
 - 8 The admission of children with an Education, Health and Care plan are covered by different admission regulations. Following consultation, if a school within the South York Academy Trust has been named, a place will be allocated for these children 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 'delayed 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 school, as long as their admission is not delayed beyond the point at which they reach compulsory school age. A child normally reaches compulsory school age at the start of the term following their fifth birthday. The table below sets out the position:

Date of birth	Date of compulsory school age	Latest date child may start school full-time
1 September 2020 - 31 December 2020	31 December 2025	The start of the 'Spring' term in January 2026
1 January 2021 - 31 March 2021	31 March 2026	The start of the 'Summer' term in April 2026
1 April 2021 - 31 August 2021	31 August 2026	The start of the 'Autumn' term in September 2026

If you would like to delay your child's entry, so they do not start full-time in September 2025, you must still apply at the normal time. Once allocated a school place, you should then advise the school in writing of your child's intended start date and keep in regular contact with the school regarding any changes to this intended date. Start dates are recommended to be at the start of each half term, but these can be varied by agreement with the school.

The school will hold a place for that child and not offer it to another child during the remainder of the Reception year. You should contact the school to make arrangements for admission of your child by no later than 20 school days before the intended start date. If you do not contact the school in the 20 school days before an intended and/or previously

communicated start date, the school will make all reasonable efforts to contact you by telephone and in writing at any known physical address or email address. In the event that all attempts to contact you are unsuccessful, the school place may be withdrawn.

- 3 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, but if you would like to discuss part-time education for your child so they do not start full-time in September 2024, you must still apply at the normal time. Once allocated a school place, you should then ask the school in writing what part-time provision may be offered, advise them of your child's intended full-time start date and keep in regular contact with the school regarding any changes to this intended date.
- 4 Some parent/carers of 'summer born' children (those children born between 01 April and 31 August) may wish to investigate the possibility of 'deferred entry' into a lower year group. If you are considering this for your child, please contact the [Education Support Services team](#) who can provide you with information and advice.

If you would like to defer your child's entry, so they do not start in Reception in September 2025, but instead start Reception in September 2026, you must still apply at the normal time and parallel to your application, put a formal request in writing to defer your child's admission to a lower year group.

For the purposes of coming to a decision on such deferrals for those children living in the City of York, the LA has developed a city-wide policy and invited all other admission authorities to take part in joint arrangements. South York Academy Trust has adopted the City of York Delayed and Deferred Admissions Policy for the purposes of administering requests for deferred entry for 'summer born' children. More information on delayed and deferred entry can be found in the [City of York Delayed and Deferred Admissions Policy](#).

Places are not held open for children who defer entry, so parent/carers must, if their request is approved, reapply **by 15 January the following year** for a place in Reception alongside children who are one school year younger. Parent/carers may make an identical application for the same schools, or request different schools from their initial application.

Parents/carers should be aware that as the numbers of applications and preferences, and even the number of available places, may differ from year to year, that a deferral does not mean a place at the same school can be allocated one year later. It will not be known which school is allocated for an agreed deferral until 16 April or next working day in the school year the child turns 5 and the results of the application one year later **may result in a different school being allocated**.

- 5 If you would like to investigate accelerating your child's entry, so they do not start in the year group relevant to the child's age (the school year they turn five), but instead start at an earlier time, you should contact the Trust at an early stage to discuss your intentions and what the best approach might be.

If you would like to accelerate your child's entry, you should then put a formal request in writing, together with any supporting information, by no later than 29 November 2024. The Trust will then consider your request, if necessary in conjunction with other schools, the LA, early years providers and professionals.

If the request is approved, wherever possible you should submit an application as part of the normal admissions round, for the year group it has been agreed is the most appropriate for the child. Parents/carers should make it clear in their application that an application out of the usual year group has been agreed. The application will then be considered in accordance with this admissions policy. The Trust will not give the application lower priority on the basis that the child is being admitted out of their normal age group. If the request is rejected, you should apply in the usual way for your child to join their correct age group. Should parents/carers disagree with a decision to refuse their

request, they should put their complaint in writing and follow the Trust's complaints policy.

- 6 Applications should be made by the closing date for applications which is 15 January 2025. Applications can be made online at www.york.gov.uk/admissions. It is expected that most applications will be made online, but where applicants cannot apply online, they may request support from the Trust, LA, schools, or a paper application form known as the 'School admissions application for Primary School in September 2025'. There is no additional 'Supplementary Information Form' required to apply for a school place at any South York Academy Trust school covered by this policy.
- 7 When making an application, parent/carers are advised to supply any additional information that may be required to the admission authority by providing this information in writing direct to the school or 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 social or medical needs which relate to the preferred school. Further guidance on additional information can be found in the [Guide for Parents](#).
- 8 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 the number of pupils that can be admitted in Reception, Year 1 and Year 2. For these reasons each school has a Published Admission Number – that is the number of places available that will be offered in the year of entry.
- 9 Applicants will be responsible for travel arrangements and the costs of travel to and from school.
- 10 Dunnington Church of England Primary School, Wheldrake with Thorganby Church of England Primary School, Bishopthorpe Infant School each have their own catchment area. The City of York Local

Authority advises applicants 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. Catchment areas are designated by the Local Authority and are made available to applicants in the [Guide for Parents](#), online at www.york.gov.uk and upon request from the City of York School Services team.

B Admissions into Year 3

- 1 Pupils will normally be admitted into the year group relevant to the pupil's age.
- 2 If you would like to investigate accelerating your child's entry, so they do not start in the year group relevant to the child's age, but instead start at an earlier time, you should contact the Trust at an early stage to discuss your intentions and what the best approach might be.

If you would like to accelerate your child's entry, you should then put a formal request in writing, together with any supporting information, an details of whether your child has previously been educated out of their chronological age group, by no later than 29 November 2025. The Trust will then consider your request, if necessary in conjunction with other schools and professionals.

If the request is approved, wherever possible you should submit an application as part of the normal admissions round, for the year group it has been agreed is the most appropriate for the child. Parents/carers should make it clear in their application that an application out of the usual year group has been agreed. The application will then be considered in accordance with this admissions policy. The Trust will not give the application lower priority on the basis that the child is being admitted out of their normal age group. If the request is rejected, you should apply in the usual way for your child to join their correct age group. Should parents/carers disagree with a decision to refuse their

request, they should put their complaint in writing and follow the Trust's complaints policy.

- 3 Applications should be made by the closing date for applications which is 15 January 2025. Applications can be made online at www.york.gov.uk/admissions. It is expected that most applications will be made online, but where applicants cannot apply online, they may request support from the Trust, the LA, schools, or a paper application form known as the 'School admission application for Junior School in September 2024'.
- 4 When making an application, parent/carers are advised to supply any additional information that may be required to the admission 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 social or medical 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 pupils that can go to a school each year these standards could not be maintained. For this reason each school has a Published 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 Archbishop's of York Church of England Junior School has their own catchment area. The City of York Local Authority advises applicants 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. Catchment areas are designated by the Local Authority and are made available to applicants in the [Guide for Parents](#), online at www.york.gov.uk and upon request from the City of York School Services team.

C Admissions into Year 7

- 1 Pupils will normally be admitted into the year group relevant to the pupil's age.
- 2 If you would like to investigate accelerating your child's entry, so they do not start in the year group relevant to the child's age, but instead start at an earlier time, you should contact the Trust at an early stage to discuss your intentions and what the best approach might be.

If you would like to accelerate your child's entry, you should then put a formal request in writing, together with any supporting information, a details of whether your child has previously been educated out of their chronological age group, by no later than 29 November 2024. The Trust will then consider your request, if necessary in conjunction with other schools and professionals.

If the request is approved, wherever possible you should submit an application as part of the normal admissions round, for the year group it has been agreed is the most appropriate for the child. Parents/carers should make it clear in their application that an application out of the usual year group has been agreed. The application will then be considered in accordance with this admissions policy. The Trust will not give the application lower priority on the basis that the child is being admitted out of their normal age group. If the request is rejected, you should apply in the usual way for your child to join their correct age group. Should parents/carers disagree with a decision to refuse their request, they should put their complaint in writing and follow the Trust's complaints policy.

- 3 Applications should be made by the closing date for applications which is 31 October 2024. Applications can be made online at www.york.gov.uk/admissions. It is expected that most applications will be made online, but where applicants cannot apply online, they may request support from the Trust, LA, schools, or a paper application form known as the 'School admissions application for Secondary School in September 2025'. There is no additional 'Supplementary Information Form' required to apply for a school place at any South York Academy Trust school covered by this policy.
- 4 When making an application, parent/carers are advised to supply any additional information that may be required to the admission authority by providing this information in writing direct to the school or 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 social or medical 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 pupils that can go to a school each year these standards could not be maintained. For this reason each school has a Published Admission Number – that is the number of places available that will be offered in the year of entry.
- 6 Applicants will be responsible for travel arrangements and the costs of travel to and from school.
- 7 Fulford School has its own catchment area. The City of York Local Authority advises applicants 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. Catchment areas are designated by the Local Authority and are made available to

applicants in the [Guide for Parents](#), online at www.york.gov.uk and upon request from the City of York School Services team.

D Oversubscription criteria (Primary and Secondary)

Some schools will be oversubscribed – that is where the number of applicants exceeds the Published 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. **Pupils who are either currently or have previously been 'looked after'**. This applies to all children who are currently or have previously been, in the care of a local authority; all children who have been adopted from local authority care, subject to an adoption, residence or special guardianship order; and all children who appear to have been in state care outside of England and ceased to be in state care as a result of adoption, residence or special guardianship order;

It is the responsibility of parent/carers, or the pupil's social worker to provide the information to the admission authority that this criterion applies.

2. **Children who live within the catchment area normally served by the preferred school, with a sibling at the preferred school at the time of admission.** Catchment areas are designated by the Local Authority and are made available to parent/carers in the [Guide for Parents](#), online at www.york.gov.uk, and upon request from the City of York School Services team. Siblings are defined as brothers or sisters living in the same house, as their primary place of residence (including half-, step- and foster-brothers or sisters);
The Trust uses the address provided in the application, and using GIS software, determines which catchment area an address, and therefore a child, resides in. This address must be the address at which the child is

ordinarily resident. Further detailed advice on addresses is contained within the [Guide for Parents](#).

It is the responsibility of parent/carers to include with their application the name of any sibling(s) where this criterion applies for checking by the Trust.

- 3 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 for Parents](#), online at www.york.gov.uk, and upon request from the City of York School Services team;

The Trust uses the address provided in the application, and using GIS software, determines which catchment area an address, and therefore a child, resides in. This address must be the address at which the child is ordinarily resident. Further detailed advice on addresses is contained within the [Guide for Parents](#).

- 4 Children considered by the admission authority to have exceptional social or medical needs which makes the preferred school the most suitable school for the child.** The admission 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;

It is the responsibility of parent/carers to provide the additional information where they believe this criterion applies. To be given priority on this basis, the admission authority would have to be satisfied that the child's needs were such that the preferred school would be the most suitable school for the child.

The Trust may defer these considerations and decisions to others to consider any documentation provided by parent/carers and assess whether these needs are 'exceptional' in nature. Those applications with supporting information that the Trust determines are 'exceptional' would have to be where only the preferred school could meet the child's need.

- 5 **Children with a sibling 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-, step and foster-brothers or sisters);

It is the responsibility of parent/carers to include with their application the name of any sibling(s) where this criterion applies for checking by the Trust.

For Fulford School - criteria 6 and 7 apply.

- 6 **Children of staff at Fulford School priority in this oversubscription criteria is given in rather or both of the following circumstances with a maximum of 10 places:**

- children of current Fulford School staff. Staff must have been employed by Fulford School for at least two years at the time when the application is made.
- children of a member of staff that has been recruited to fill a demonstrable skill shortage.

- 7 **Children who attend a Primary school linked to Fulford School.**

Fulford School has a longstanding working relationship with a number of Primary schools that lie within Fulford School catchment area (listed below and accurate at time of publication). The majority of children from these schools go on to attend Fulford and as such this criteria applies to children who have a stronger link with Fulford School.

- Archbishop of York's CE Junior School
- Dunnington CE Primary School
- Elvington CE Primary School
- Escrick CE Primary School
- Fishergate Primary School
- Lord Deramore's Primary School

- Naburn CE Primary School
- St. Oswald's CE Primary School
- Wheldrake with Thorganby CE Primary School

8 **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 closest entrance of the school.

Distances are measured using a system of walking routes rather than straight line distances to better reflect the length of the journey from home to school. Within a contiguous urban area these routes are those that are properly paved and lit alongside roads and other walkways and do not include the York outer ring road. Outside a contiguous urban area, for example for applications from outside the City of York area, these distances continue to be measured along the road network.

Where there are fewer places than children in an oversubscription priority as above, in order to decide to whom places will be allocated, the following tie-breakers will be applied:

- first, to the child(ren) who also fulfil the next highest priority;
- second, to the child(ren) living closest to the school as defined in priority 8;
- and third, if the measurement of the distance from home to school above does not distinguish between two or more applicants with equal priority, random allocation will be used as the final tie-breaker, and independently verified.

Where the application of the above would lead to a place being made available for a child of multiple birth, but not their sibling(s), we will work within the Admissions Code in order to make a place available for the sibling(s) wherever reasonably possible.

For example, for two children who are both resident in the catchment area without a sibling on roll at the time of admission and are thus

assigned the same (third) priority, the place would first be allocated to the child who also fulfils the next highest priority, for example, an exceptional social or medical need (fourth priority) over a child who lives closer to the school (eighth priority).

E Oversubscription criteria (Junior)

Some schools will be oversubscribed – that is where the number of applicants exceeds the Published 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. **Pupils who are either currently or have previously been 'looked after'**. This applies to all children who are currently or have previously been, in the care of a local authority; all children who have been adopted from local authority care, subject to an adoption, residence or special guardianship order; and all children who appear to have been in state care outside of England and ceased to be in state care as a result of adoption, residence or special guardianship order;

It is the responsibility of parent/carers, or the pupil's social worker to provide the information to the admission authority that this criterion applies.

- 2 **Children who live within the catchment area normally served by the preferred school, with a sibling at the preferred school at the time of admission.** Catchment areas are designated by the Local Authority and are made available to parent/carers in the [Guide for Parents](#), online at www.york.gov.uk, and upon request from the City of York School Services team. Siblings are defined as brothers or sisters living in the same house, as their primary place of residence (including half-, step- and foster-brothers or sisters);

The Trust uses the address provided in the application, and using GIS software, determines which catchment area an address, and therefore a child, resides in. This address must be the address at which the child is ordinarily resident. Further detailed advice on addresses is contained within the [Guide for Parents](#).

It is the responsibility of parent/carers to include with their application the name of any sibling(s) where this criterion applies for checking by the Trust.

- 3 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 for Parents](#), online at www.york.gov.uk, and upon request from the City of York School Services team;

The Trust uses the address provided in the application, and using GIS software, determines which catchment area an address, and therefore a child, resides in. This address must be the address at which the child is ordinarily resident. Further detailed advice on addresses is contained within the [Guide for Parents](#).

- 4 Children considered by the admission authority to have exceptional social or medical needs which makes the preferred school the most suitable school for the child.** The admission 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;

It is the responsibility of parent/carers to provide the additional information where they believe this criterion applies. To be given priority on this basis, the admission authority would have to be satisfied that the child's needs were such that the preferred school would be the most suitable school for the child.

The Trust may defer these considerations and decisions to others to consider any documentation provided by parent/carers and assess whether these needs are 'exceptional' in nature. Those applications with

supporting information that the Trust determines are 'exceptional' would have to be where only the preferred school could meet the child's need.

- 5 **Children with a sibling 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-, step and foster-brothers or sisters);

It is the responsibility of parent/carers to include with their application the name of any sibling(s) where this criterion applies for checking by the Trust.

- 6 **Pupils who attend Year 2 at the named feeder school for the preferred school at the time of the closing date for applications.** The closing date of applications is 15 January in the year of admission. For Archbishop's of York's Church of England Junior School the named feeder school is Bishopthorpe Infant School.

F Appeals

- 1 Applicants refused a place at the school have a statutory right of appeal. If a preference for a place at the school is refused, the applicant will be informed of the reasons and of their right of appeal. This right does not apply if they are allocated a place but it is not in their preferred year group.
- 2 South York Academy Trust subscribes to the City of York's independent appeals procedure and any decision made under this admissions policy can be appealed using that process. Appeals are heard by an independent appeals panel and their decisions are legally binding in line with the School Admission Appeals Code. We will publish our appeals timetable on our website by 28 February 2025. Applicants who wish to appeal should contact the LA 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.

- 3 Applicants will only be able to appeal once in any one school year unless, in exceptional circumstances, the admission authority has accepted a second application because of a significant and material change in the circumstances of the parent/carer, child or school.

G 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.

H Late Applications

- 1 Applications received after the relevant closing date for applications of may be treated as 'late' applications – that is processed after all 'on-time' applications.
 - For applications for Dunnington Church of England Primary School and Wheldrake with Thorganby Church of England Primary School in the primary admissions round, applications will be treated as late after 15 January 2025;
 - For applications for Archbishop's of York Church of England Junior School in the junior admissions round, applications will be treated as late after 15 January 2025;
 - For applications for Fulford School – in the secondary admissions round, applications will be treated as late from 01 November 2024.
- 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 admission 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. 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 G of this policy.

DRAFT

I Waiting List

- 1 If a school is oversubscribed, a waiting list will be held from when offers have been made until 31 December 2025. After 31 December 2025, if there is still a waiting list, an 'in-year' waiting list is then held until the end of that school year. Beyond the first school year, refused preferences do not 'roll over' into future school years. Should applicants wish to remain on a waiting list for a future school year, they should submit a new application by 5 July in the relevant year.
- 2 A child's position on the list will be determined by the oversubscription criteria set out in Section C of this policy and will reflect their current circumstances where these circumstances have been provided to the admission authority. The list will also contain all other on-time and late preferences that have been refused or are requested. Should a place become available while the waiting list is in operation, a place will be made available to the applicant on the top of the waiting list on the day the place became available.
- 3 Applications may only be made once for each school year unless there has been a significant and material change in the circumstances of the parent/carer, child or school, which the admission authority agrees requires a new application.
- 4 Being on a waiting list does not affect a parent's/carer's right of appeal against an unsuccessful preference.

J Timetable	
by 12 September 2024	Opening date for applications. 'School admissions application for Primary, Junior and Secondary School in September 2025' form made available and online applications start to be accepted at www.york.gov.uk/schooladmissions
September and October 2024	Secondary school open activities
31 October 2024	Closing date for 'on-time' Secondary applications (both online and by paper 'School admissions application for Secondary School in September 2024' form)
From 1 November 2024	Secondary applications received may be treated as 'late'
15 January 2024	Closing date for 'on-time' applications (both online and by paper 'School admissions application for Primary & Junior School in September 2024' form)
from 16 January 2025	Primary and Junior applications received may be treated as 'late'
1 March 2025 (or next working day)	National Offer Day
29 April – 18 June 2025	Admission appeals for 'on-time' Secondary applicants
16 April 2025 (or next working day)	Primary & Junior National Offer Day

20 May 2025	Deadline for return of Primary & Junior appeal papers for 'on-time' applicants
10 June 2025 – 22 July 2025	Admission appeals for 'on-time' Primary & Junior applicants
September 2025	Start of the school year

K Contact details for correspondence

The Chair of the Trust Board
The South York Academy Trust
c/o Fulford School
Fulford School, York, YO10 4FY
01904 633300
office@fulford.york.sch.uk
www.fulford.york.sch.uk

L Schools in the South York Academy Trust covered by this policy

Dunnington Church of England Primary School (Primary, 5-11)
Wheldrake with Thorganby Church of England Primary School (Primary, 5-11)
Bishopthorpe Infant School (Infants 5-7)
Archbishop's of York Church of England Junior School (Junior, 7-11)
Fulford School (Secondary, 11-18)

[View school contact details on the City of York website](#)

*School details correct at time of update

This page is intentionally left blank



St Aelred's Catholic Primary School a
 member of the
 Nicholas Postgate
 Catholic Academy Trust
 within City of York Local Authority
 Admission Policy 2025-26

Date approved by Trust Board:	February 2024
Version:	01
Publication Scheme:	Local Schools' Websites
Next Review Date:	February 2025
Policy Owner:	Standards Officer: School Admissions

How and when to apply for Main Round entry into Reception to start September 2025	3
Late Applications	3
Oversubscription Criteria	4
Additional Notes	5
Tie-breaker	6
Right of Appeal	7
Home Address	7
Waiting Lists	7
Application Information	7
In-year applications for all Year Groups: Reception – Year 6	7
Questions about the Admissions process or availability of places	8
Contacts	8

St Aelred's Catholic Primary School was founded by the Catholic Church to provide education for baptised Catholic children. The school is run by the Board of Directors of Nicholas Postgate Catholic Academy Trust as part of the Catholic Church in accordance with its Trust Deed and Articles of Association and seeks at all times to be a witness to Jesus Christ.

All Main Round and In-year applications must be conducted in accordance with the September 2021 School Admissions Code and School Admission Appeals Code published 1st October 2022.

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

The Board of Directors of the Nicholas Postgate Catholic Academy Trust is the Admissions Authority and is responsible for determining the school's admissions policy. The operational implementation of the Admissions policy is delegated to the Governing Body of the school.

The planned admission number for September 2025 is 30.

The Admissions Policy Criteria will be applied on an Equal Preference basis.

How and when to apply for Main Round entry into Reception to start September 2025

Applications must be made on the Local Authority Common Application Form. Parents applying to a Catholic School should also complete the Supplementary Information Form (SIF) as if the school is oversubscribed; the information contained within the SIF will allow the Board of Directors to identify which over subscription criteria your application is to be considered against. All forms must be returned by the closing date set by the Local Authority. Failure to provide a Supplementary Information Form (SIF) could affect the category your application is placed in. Please note that it is the responsibility of the parent/carer to complete all forms and supply evidence – reminders will not be sent.

Children with an Educational Health and Care Plan which following formal consultation names our school in their plan will be admitted to the school.

Late Applications

Any applications received after the closing date will be accepted but considered only after those received by the closing date.

Oversubscription Criteria

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:

(First priority in each category will be given to siblings (see note 3) that is, children who will have older brothers or sisters attending the school in September 2025).

1. Catholic 'looked after children' or children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order 91 including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).
2. Catholic children whose home address is within the parish boundary of St Aelred's, York.
3. Catholic children of members of school staff who have been employed at the school or its predecessor school for two or more years at the time at which the application for admission to the academy is made.
4. Other Catholic children.
5. Other 'looked after children' or children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order⁹¹ including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).
6. Other children of members of school staff who have been employed at the school or its predecessor school for two or more years at the time at which the application for admission to the academy is made.
7. Children from other Christian denominations. (see additional notes 2)

8. Other children.

Additional Notes

1. Definition of Catholic

Children who have been baptised as Catholics or have been formally received into the Catholic Church. All applicants seeking admission under any of criteria 1 to 4 will be asked to provide evidence that the child has been baptised as a Catholic or has been received into the Catholic Church. A baptismal certificate or a letter from their priest confirming their baptism or reception into the Catholic Church will suffice.

2. Definition of children of other Christian denominations.

“Children of other Christian denominations” means: children who belong to other churches and ecclesial communities which, acknowledging God’s revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God’s will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and of CYTÛN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis. All applicants seeking admission under any of criteria 7 will be asked to provide evidence that they are members of another Christian denomination. A baptismal certificate or a letter from their religious leader will suffice.

3. Definition of Sibling

Sibling refers to 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 and is in attendance at the same school on the date of admission.

4. Multiple Births

For multiple births where only 1 place remains, infant classes will be allowed to exceed the statutory limit where the 31st child is a twin or from multiple births. The 'excepted pupil' will be allowed for the time in Key Stage 1 or until the class numbers fall back to current class size limit.

5. Admission of a child outside their normal age group

Parents may seek a place for their child outside of their normal age group, for example if the child is gifted and talented or has experienced problems such as ill health. In addition, parents of a Summer born child (born between 1st April and 31st August) may choose not to send their child to school until the September following their 5th birthday and may request that they are admitted out of their normal age group – to reception rather than Year 1. If a parent wishes to request admission of a child outside of their normal year group you must contact the school to discuss your request with the Headteacher at least four weeks before the closing date of the admission period for your child's normal year group. The Headteacher will then discuss the request with a representative of the Admissions Authority. If the admissions authority agrees to a parents request, they will receive confirmation in writing. A parent should submit an application in the application window, as part of the Local Authority standard application process, for the deferred year in which they wish their child to be admitted to the school with the accompanying support letter from the Headteacher. Please note that when a child educated outside of their normal age group school year transfers to secondary school, there is no guarantee that the secondary school will agree to allow education outside of the normal age group to continue.

Tie-breaker

Where there are places available for some, but not all applicants within a particular criterion, distance from home address to the school entrance will be the deciding factor, Distance will be measured from the front door of the child's home address (including flats) to the main entrance of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority. If the admission number is reached at the point at which the next applicant resides in a home equal distance from the last successful place(s) offered, the last place will be offered by drawing lots. When the application of this rule would lead to the separation of twins or multiple birth siblings, both (or all) will be admitted.

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 or academy. Parents who are refused a place have a statutory right of appeal. Further details of the appeals process are available by emailing: admissionsappeals@npcat.org.uk

Home Address

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

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 or as agreed and operated by your school.

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 returned to them 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 according to the published Local Authority timetable.

In-year applications for all Year Groups: Reception – Year 6

If parents wish for their child to obtain a place at the school in any year group at any point after the 2025/26 academic year has commenced, they should apply using the relevant Local Authority In-year admissions application form. Verbal or written requests direct to school cannot be accepted as official applications.

Once a school receives an official application through the Local Authority, they will determine whether or not the child can be offered a place. The decision whether a place can be offered or not will be communicated to parents via letter from the Local Authority.

If a place is not offered then parents have their statutory right of appeal. The reasons for appeal should be written in a letter addressed to the Chair of Governors of the school and be posted or delivered to the school reception.

Questions about the Admissions process or availability of places

If parents have any questions about the admissions process or wish to obtain information on which NPCAT schools have places available, they can contact a NPCAT Standards Officer through the link on the NPCAT website.

Contacts

For advice on the content of this policy, please contact:

Mr John O'Boyle
Standards Officer for Admissions and Exclusions
Nicholas Postgate Catholic Academy Trust
Postgate House
Saltersgill Avenue
Middlesbrough
TS4 3JP

Email: oboyle.j@npcat.org.uk
Tel: 01642 529200



St George's Catholic Primary School a
 member of the
 Nicholas Postgate
 Catholic Academy Trust
 within City of York Local Authority
 Admission Policy 2025-26

Date approved by Trust Board:	February 2024
Version:	01
Publication Scheme:	Local Schools' Websites
Next Review Date:	February 2025
Policy Owner:	Standards Officer: School Admissions

How and when to apply for Main Round entry into Reception to start September 2025	3
Late Applications	3
Oversubscription Criteria	4
Additional Notes	5
Tie-breaker	6
Right of Appeal	7
Home Address	7
Waiting Lists	7
Application Information	7
In-year applications for all Year Groups: Reception – Year 6	7
Questions about the Admissions process or availability of places	8
Contacts	8

St George's Catholic Primary School was founded by the Catholic Church to provide education for baptised Catholic children. The school is run by the Board of Directors of Nicholas Postgate Catholic Academy Trust as part of the Catholic Church in accordance with its Trust Deed and Articles of Association and seeks at all times to be a witness to Jesus Christ.

All Main Round and In-year applications must be conducted in accordance with the September 2021 School Admissions Code and School Admission Appeals Code published 1st October 2022.

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

The Board of Directors of the Nicholas Postgate Catholic Academy Trust is the Admissions Authority and is responsible for determining the school's admissions policy. The operational implementation of the Admissions policy is delegated to the Governing Body of the school.

The planned admission number for September 2025 is 30.

The Admissions Policy Criteria will be applied on an Equal Preference basis.

How and when to apply for Main Round entry into Reception to start September 2025

Applications must be made on the Local Authority Common Application Form. Parents applying to a Catholic School should also complete the Supplementary Information Form (SIF) as if the school is oversubscribed; the information contained within the SIF will allow the Board of Directors to identify which over subscription criteria your application is to be considered against. All forms must be returned by the closing date set by the Local Authority. Failure to provide a Supplementary Information Form (SIF) could affect the category your application is placed in. Please note that it is the responsibility of the parent/carer to complete all forms and supply evidence – reminders will not be sent.

Children with an Educational Health and Care Plan which following formal consultation names our school in their plan will be admitted to the school.

Late Applications

Any applications received after the closing date will be accepted but considered only after those received by the closing date.

Oversubscription Criteria

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:

(First priority in each category will be given to siblings (see note 3) that is, children who will have older brothers or sisters attending the school in September 2025).

1. Catholic 'looked after children' or children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order 91 including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).
2. Catholic children whose home address is within the parish boundaries of St George's, York.
3. Catholic children of members of school staff who have been employed at the school or its predecessor school for two or more years at the time at which the application for admission to the academy is made.
4. Other Catholic children.
5. Other 'looked after children' or children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order⁹¹ including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).
6. Other children of members of school staff who have been employed at the school or its predecessor school for two or more years at the time at which the application for admission to the academy is made.
7. Children from other Christian denominations. (see additional notes 2)

8. Other children.

Additional Notes

1. Definition of Catholic

Children who have been baptised as Catholics or have been formally received into the Catholic Church. All applicants seeking admission under any of criteria 1 to 4 will be asked to provide evidence that the child has been baptised as a Catholic or has been received into the Catholic Church. A baptismal certificate or a letter from their priest confirming their baptism or reception into the Catholic Church will suffice.

2. Definition of children of other Christian denominations.

“Children of other Christian denominations” means: children who belong to other churches and ecclesial communities which, acknowledging God’s revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God’s will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and of CYTÛN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis. All applicants seeking admission under any of criteria 7 will be asked to provide evidence that they are members of another Christian denomination. A baptismal certificate or a letter from their religious leader will suffice.

3. Definition of Sibling

Sibling refers to 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 and is in attendance at the same school on the date of admission.

4. Multiple Births

For multiple births where only 1 place remains, infant classes will be allowed to exceed the statutory limit where the 31st child is a twin or from multiple births. The 'excepted pupil' will be allowed for the time in Key Stage 1 or until the class numbers fall back to current class size limit.

5. Admission of a child outside their normal age group

Parents may seek a place for their child outside of their normal age group, for example if the child is gifted and talented or has experienced problems such as ill health. In addition, parents of a Summer born child (born between 1st April and 31st August) may choose not to send their child to school until the September following their 5th birthday and may request that they are admitted out of their normal age group – to reception rather than Year 1. If a parent wishes to request admission of a child outside of their normal year group you must contact the school to discuss your request with the Headteacher at least four weeks before the closing date of the admission period for your child's normal year group. The Headteacher will then discuss the request with a representative of the Admissions Authority. If the admissions authority agrees to a parents request, they will receive confirmation in writing. A parent should submit an application in the application window, as part of the Local Authority standard application process, for the deferred year in which they wish their child to be admitted to the school with the accompanying support letter from the Headteacher. Please note that when a child educated outside of their normal age group school year transfers to secondary school, there is no guarantee that the secondary school will agree to allow education outside of the normal age group to continue.

Tie-breaker

Where there are places available for some, but not all applicants within a particular criterion, distance from home address to the school entrance will be the deciding factor, Distance will be measured from the front door of the child's home address (including flats) to the main entrance of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority. If the admission number is reached at the point at which the next applicant resides in a home equal distance from the last successful place(s) offered, the last place will be offered by drawing lots. When the application of this rule would lead to the separation of twins or multiple birth siblings, both (or all) will be admitted.

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 or academy. Parents who are refused a place have a statutory right of appeal. Further details of the appeals process are available by emailing: admissionsappeals@npcat.org.uk

Home Address

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

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 or as agreed and operated by your school.

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 returned to them 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 according to the published Local Authority timetable.

In-year applications for all Year Groups: Reception – Year 6

If parents wish for their child to obtain a place at the school in any year group at any point after the 2025/26 academic year has commenced, they should apply using the relevant Local Authority In-year admissions application form. Verbal or written requests direct to school cannot be accepted as official applications.

Once a school receives an official application through the Local Authority, they will determine whether or not the child can be offered a place. The decision whether a place can be offered or not will be communicated to parents via letter from the Local Authority.

If a place is not offered then parents have their statutory right of appeal. The reasons for appeal should be written in a letter addressed to the Chair of Governors of the school and be posted or delivered to the school reception.

Questions about the Admissions process or availability of places

If parents have any questions about the admissions process or wish to obtain information on which NPCAT schools have places available, they can contact a NPCAT Standards Officer through the link on the NPCAT website.

Contacts

For advice on the content of this policy, please contact:

Mr John O'Boyle
Standards Officer for Admissions and Exclusions
Nicholas Postgate Catholic Academy Trust
Postgate House
Saltersgill Avenue
Middlesbrough
TS4 3JP

Email: oboyle.j@npcat.org.uk
Tel: 01642 529200



St Wilfrid's Catholic Primary School a
 member of the
 Nicholas Postgate
 Catholic Academy Trust
 within City of York Local Authority
 Admission Policy 2025-26

Date approved by Trust Board:	February 2024
Version:	01
Publication Scheme:	Local Schools' Websites
Next Review Date:	February 2025
Policy Owner:	Standards Officer: School Admissions

How and when to apply for Main Round entry into Reception to start September 2025	3
Late Applications	3
Oversubscription Criteria	4
Additional Notes	5
Tie-breaker	6
Right of Appeal	7
Home Address	7
Waiting Lists	7
Application Information	7
In-year applications for all Year Groups: Reception – Year 6	7
Questions about the Admissions process or availability of places	8
Contacts	8

St Wilfrid's Catholic Primary School was founded by the Catholic Church to provide education for baptised Catholic children. The school is run by the Board of Directors of Nicholas Postgate Catholic Academy Trust as part of the Catholic Church in accordance with its Trust Deed and Articles of Association and seeks at all times to be a witness to Jesus Christ.

All Main Round and In-year applications must be conducted in accordance with the September 2021 School Admissions Code and School Admission Appeals Code published 1st October 2022.

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

The Board of Directors of the Nicholas Postgate Catholic Academy Trust is the Admissions Authority and is responsible for determining the school's admissions policy. The operational implementation of the Admissions policy is delegated to the Governing Body of the school.

The planned admission number for September 2025 is 40.

The Admissions Policy Criteria will be applied on an Equal Preference basis.

How and when to apply for Main Round entry into Reception to start September 2025

Applications must be made on the Local Authority Common Application Form. Parents applying to a Catholic School should also complete the Supplementary Information Form (SIF) as if the school is oversubscribed; the information contained within the SIF will allow the Board of Directors to identify which over subscription criteria your application is to be considered against. All forms must be returned by the closing date set by the Local Authority. Failure to provide a Supplementary Information Form (SIF) could affect the category your application is placed in. Please note that it is the responsibility of the parent/carer to complete all forms and supply evidence – reminders will not be sent.

Children with an Educational Health and Care Plan which following formal consultation names our school in their plan will be admitted to the school.

Late Applications

Any applications received after the closing date will be accepted but considered only after those received by the closing date.

Oversubscription Criteria

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:

(First priority in each category will be given to siblings (see note 3) that is, children who will have older brothers or sisters attending the school in September 2025).

1. Catholic 'looked after children' or children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order 91 including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).
2. Catholic children whose home address is within the parish boundaries of St Joseph, St Margaret Clitherow, St Paulinus or St Wilfrid.
3. Catholic children of members of school staff who have been employed at the school or its predecessor school for two or more years at the time at which the application for admission to the academy is made.
4. Other Catholic children.
5. Other 'looked after children' or children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order⁹¹ including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).
6. Other children of members of school staff who have been employed at the school or its predecessor school for two or more years at the time at which the application for admission to the academy is made.
7. Children from other Christian denominations. (see additional notes 2)

8. Other children.

Additional Notes

1. Definition of Catholic

Children who have been baptised as Catholics or have been formally received into the Catholic Church. All applicants seeking admission under any of criteria 1 to 4 will be asked to provide evidence that the child has been baptised as a Catholic or has been received into the Catholic Church. A baptismal certificate or a letter from their priest confirming their baptism or reception into the Catholic Church will suffice.

2. Definition of children of other Christian denominations.

“Children of other Christian denominations” means: children who belong to other churches and ecclesial communities which, acknowledging God’s revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God’s will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and of CYTÛN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis. All applicants seeking admission under any of criteria 7 will be asked to provide evidence that they are members of another Christian denomination. A baptismal certificate or a letter from their religious leader will suffice.

3. Definition of Sibling

Sibling refers to 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 and is in attendance at the same school on the date of admission.

4. Multiple Births

For multiple births where only 1 place remains, infant classes will be allowed to exceed the statutory limit where the 31st child is a twin or from multiple births. The 'excepted pupil' will be allowed for the time in Key Stage 1 or until the class numbers fall back to current class size limit.

5. Admission of a child outside their normal age group

Parents may seek a place for their child outside of their normal age group, for example if the child is gifted and talented or has experienced problems such as ill health. In addition, parents of a Summer born child (born between 1st April and 31st August) may choose not to send their child to school until the September following their 5th birthday and may request that they are admitted out of their normal age group – to reception rather than Year 1. If a parent wishes to request admission of a child outside of their normal year group you must contact the school to discuss your request with the Headteacher at least four weeks before the closing date of the admission period for your child's normal year group. The Headteacher will then discuss the request with a representative of the Admissions Authority. If the admissions authority agrees to a parents request, they will receive confirmation in writing. A parent should submit an application in the application window, as part of the Local Authority standard application process, for the deferred year in which they wish their child to be admitted to the school with the accompanying support letter from the Headteacher. Please note that when a child educated outside of their normal age group school year transfers to secondary school, there is no guarantee that the secondary school will agree to allow education outside of the normal age group to continue.

Tie-breaker

Where there are places available for some, but not all applicants within a particular criterion, distance from home address to the school entrance will be the deciding factor, Distance will be measured from the front door of the child's home address (including flats) to the main entrance of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority. If the admission number is reached at the point at which the next applicant resides in a home equal distance from the last successful place(s) offered, the last place will be offered by drawing lots. When the application of this rule would lead to the separation of twins or multiple birth siblings, both (or all) will be admitted.

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 or academy. Parents who are refused a place have a statutory right of appeal. Further details of the appeals process are available by emailing: admissionsappeals@npcat.org.uk

Home Address

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

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 or as agreed and operated by your school.

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 returned to them 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 according to the published Local Authority timetable.

In-year applications for all Year Groups: Reception – Year 6

If parents wish for their child to obtain a place at the school in any year group at any point after the 2025/26 academic year has commenced, they should apply using the relevant Local Authority In-year admissions application form. Verbal or written requests direct to school cannot be accepted as official applications.

Once a school receives an official application through the Local Authority, they will determine whether or not the child can be offered a place. The decision whether a place can be offered or not will be communicated to parents via letter from the Local Authority.

If a place is not offered then parents have their statutory right of appeal. The reasons for appeal should be written in a letter addressed to the Chair of Governors of the school and be posted or delivered to the school reception.

Questions about the Admissions process or availability of places

If parents have any questions about the admissions process or wish to obtain information on which NPCAT schools have places available, they can contact a NPCAT Standards Officer through the link on the NPCAT website.

Contacts

For advice on the content of this policy, please contact:

Mr John O'Boyle
Standards Officer for Admissions and Exclusions
Nicholas Postgate Catholic Academy Trust
Postgate House
Saltersgill Avenue
Middlesbrough
TS4 3JP

Email: oboyle.j@npcat.org.uk
Tel: 01642 529200



Diocese of Middlesbrough



ALL SAINTS RC SCHOOL

Diocese of Middlesbrough
 YEAR 7 ENTRY FOR SEPTEMBER 2025
 Supplementary Application Form



Please return this form by 31 October 2024 for the attention of Mrs J Sandwell (Deputy Head) at All Saints RC School.

Child's details:

Surname: _____ Forename: _____

Middle Name: _____ Chosen Name: _____

Gender (M/F): _____ Date of Birth: _____

Address: _____

Post Code: _____ Home Telephone Number: _____

Mobile Number: _____ Email Address: _____

Is either parent currently serving in the Armed Forces? **YES** or **NO** (Please circle)

Names of brothers/sisters already at All Saints: _____

Name that correspondence should be sent to: _____ (Parent/Guardian)

Name of Present School _____ Telephone Number: _____

Details of child's religion: *If Catholic, please state*

Date of Baptism: _____ Priest: _____ Parish: _____

Parish in which the child lives: _____

Church normally attended, if different from above: _____

Name of Parish Priest: _____ Telephone Number: _____

A copy of the Baptismal Certificate for each Catholic student must be attached. (Without a Baptismal Certificate, Governors are not able to consider the applicant as a Catholic).

Is your child a Catechumen? **YES** or **NO**
 If yes, please complete the details of the Church and Parish Priest in the section above

If non-Catholic but a member of another Christian Church, please state:

Name of Church & Address: _____

Name of Minister: _____ Telephone Number: _____

Please attach a photocopy of the Baptism Certificate if applicable, together with a supporting letter from the Minister of Religion stating that the family attend church, and a parental letter declaring support for the Catholic Ethos and purpose of the school.

I would like my child to be considered for admission to All Saints' RC School.

Signed: _____ (Parent/Guardian) Date: _____



Compassion



Truth



Respect



Forgiveness



Justice



Service



Gentleness



Humility



Stewardship

This page is intentionally left blank

FOR CONSULTATION

APPENDIX 2: Supplementary Information Form**Archbishop Holgate's School, a Church of England Academy****Supplementary Information Form - 2025 Admissions**

Please note that this it is only necessary to complete this form where you are applying for priority under oversubscription criteria 2, 3 and 6 in the School's admissions policy.

Name of Child:	
Date of Birth:	
Address: (as per Local Authority application form)	

Please indicate all relevant criteria that apply to your application and complete the relevant information:

Criterion summary (please see School Admissions policy for full details)		Please tick	Additional Information Required
2.A	Christian Foundation Place		Please note that additional information is required as set out in section 4.2.A and that a signature is required from your minister of religion.*
2.B	Other Foundation Place		Please note that additional information is required as set out in section 4.2.B and that a signature is required from your minister of religion.*
3	Children with exceptional social or medical needs which make the school the most suitable school for the child		Please note additional information is required as set out in section 4.3.*
6	Children of staff employed at the school		Please note additional information is required as set out in section 4.5. Please give name of member of staff: _____

* You should make sure you allow time to get the necessary information/signature prior to the deadline for return of this form.

Name of person filling in the form: (parent/carer)	
Relationship with child:	
Contact details:	
Signature:	

**Please return this Supplementary Information Form to:
Archbishop Holgate's School, Hull Road, York, YO10 5ZA by 31 October 2024.**

(Supplementary Information Form continued)

Confirmation of regular attendance at worship
For completion by your minister of religion

I hereby confirm that:

(1) The aforementioned child or at least one parent/carer of the aforementioned child has attended worship at a regular public service at least (please tick):

- An average of twice a month for the twelve months immediately prior to the date of application.
- An average of once a month for the twelve months immediately prior to the date of application.
- Six times in the twelve months immediately prior to the date of application.

And

(2) That worship has taken place at (please tick):

- A Christian place of worship being a church which is Designated under the Ecumenical Relations Measure 2018, nationally by the Archbishops of Canterbury and York, or locally by the diocesan bishop, or which is a member of Churches Together in England,¹¹ or affiliated to the Evangelical Alliance¹² or a Partner Church of Affinity.¹³ The list of nationally designated churches can be found at https://www.churchofengland.org/sites/default/files/2019-04/list_of_designated_churches_3_oct_18.pdf. or
- A recognised place of worship of a National Faith Community member of the Interfaith Network found at <https://www.interfaith.org.uk/members/list>.

Note:

In the event that during the period specified for attendance at worship the church or, in relation to those of other faiths, relevant place of worship, has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church, or in relation to those of other faiths, relevant place of worship, or alternative premises have been available for public worship.

Name and address of place(s) of worship attended: _____

Name:	
Signature:	
Position: (e.g. Vicar/Pastor/Minister/Priest)	
Correspondence address:	
Telephone number:	

In the event that you have attended worship at different places of worship during the relevant period e.g. as you have moved areas, but taken together the attendance at worship at these places of worship would be sufficient to qualify for a Foundation place, please ask your Minister of Religion for each place of worship to complete this form specifying the relevant periods of attendance and frequency.

¹¹ For up to date information on membership of Churches Together In England, please visit their website at https://www.cte.org.uk/Groups/234772/Home/Contacts/Member_Churches_list/Member_Churches_list.aspx

¹² The Evangelical Alliance is the largest body serving evangelical Christians in the UK. Many members of the Evangelical Alliance are individual congregations or churches and therefore too numerous to list here. However they can be "searched for" on the Evangelical Alliance's website – www.eauk.org.

¹³ Affinity is an umbrella organisation to which independent churches belong, similar to an including the Fellowship of Independent Evangelical (FIEC) Churches.

APPENDIX 2:**Supplementary Information Form****Heworth Church of England Primary School****Supplementary Information Form – September 2025 Admissions**

Please note that this it is only necessary to complete this form where you are applying for priority under oversubscription criteria 4.2, 4.4 and 4.6 in the School's admissions policy.

Name of Child:	
Date of Birth:	
Address (as per Local Authority application form):	

Please indicate all relevant criteria that apply to your application and complete the relevant information:

Criterion summary (please see School Admissions policy for full details)	Please tick	Additional Information Required
2 Children with exceptional social or medical needs which make the school the most suitable school for the child		Please note additional information is required as set out in section 4(2) above.*
4 Children living in the parish who regularly and frequently worship, or whose parent(s)/carer(s) regularly and frequently worship, at a Christian place of worship		Please note that additional information is required as set out in section 4(4) above and that a signature is required from your minister of religion.*
6 Children living outside the Parish who regularly and frequently worship, or whose parent(s)/carer(s) regularly and frequently worship, at a Christian place of worship		Please note that additional information is required as set out in section 4(4) above and that a signature is required from your minister of religion.*
<i>*You should make sure you allow the time to get the necessary information/signature prior to the deadline for return of the form.</i>		

Name of person filling in the form (parent/carer):	
Relationship with child:	
Contact details:	
Signature:	

Please return this Supplementary Information Form to the school Heworth Primary School, 53 Heworth Road, York YO31 0AA by 15 January 2025.

(Supplementary Information Form continued)

Confirmation of regular attendance at worship
For completion by your minister of religion

I hereby confirm that the aforementioned child or at least one parent/carer of the aforementioned child

1. Has attended worship at a regular public service at a Christian place of worship, being a church which is Designated under the Ecumenical Relations Measure 2018, nationally by the Archbishops of Canterbury and York, or locally by the diocesan bishop, or which is a member of Churches Together in England,¹ or affiliated to the Evangelical Alliance² or a Partner Church of Affinity.³ The list of nationally designated churches can be found at https://www.churchofengland.org/sites/default/files/2019-04/list_of_designated_churches_3_oct_18.pdf.

2. And that such attendance has been at least twice a month for the two years immediately prior to the date of application.

Note:

In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

Name and address of place(s) of worship attended:

Name	
Signature:	
Position: (e.g. Vicar/Pastor/Minister/Priest)	
Correspondence address:	
Telephone number:	

In the event that you have attended worship at different places of worship during the relevant period e.g. as you have moved areas, but taken together the attendance at worship at these places of worship would be sufficient to qualify for a Foundation place, please ask your Minister of Religion for each place of worship to complete this form specifying the relevant periods of attendance and frequency.

¹ For up to date information on membership of Churches Together In England, please visit their website at https://www.cte.org.uk/Groups/234772/Home/Contacts/Member_Churches_list/Member_Churches_list.aspx

² The Evangelical Alliance is the largest body serving evangelical Christians in the UK. Many members of the Evangelical Alliance are individual congregations or churches and therefore too numerous to list here. However they can be “searched for” on the Evangelical Alliance’s website – www.eauk.org.

³ Affinity is an umbrella organisation to which independent churches belong, similar to an including the Fellowship of Independent Evangelical (FIEC) Churches.

APPENDIX 2: Supplementary Information Form**Manor Church of England Academy****Supplementary Information Form - 2025/26 Admissions**

Please note that this it is only necessary to complete this form where you are applying for priority under oversubscription criteria 2, 3 and 6 in the School's admissions policy.

Child's first name:	Name of parent/carer completing form:
Child's surname:	Relationship to child:
Date of birth:	Address (as per Local Authority application form):
Address :	
	post code telephone number:
Primary school attended:	Email
Do you presently have a sibling at Manor Y/N	Signature:
Name of sibling:	
Year group:	

Please indicate all relevant criteria that apply to your application and complete the relevant information:

Children satisfying the requirements for a Foundation Place (up to 121 remaining places)

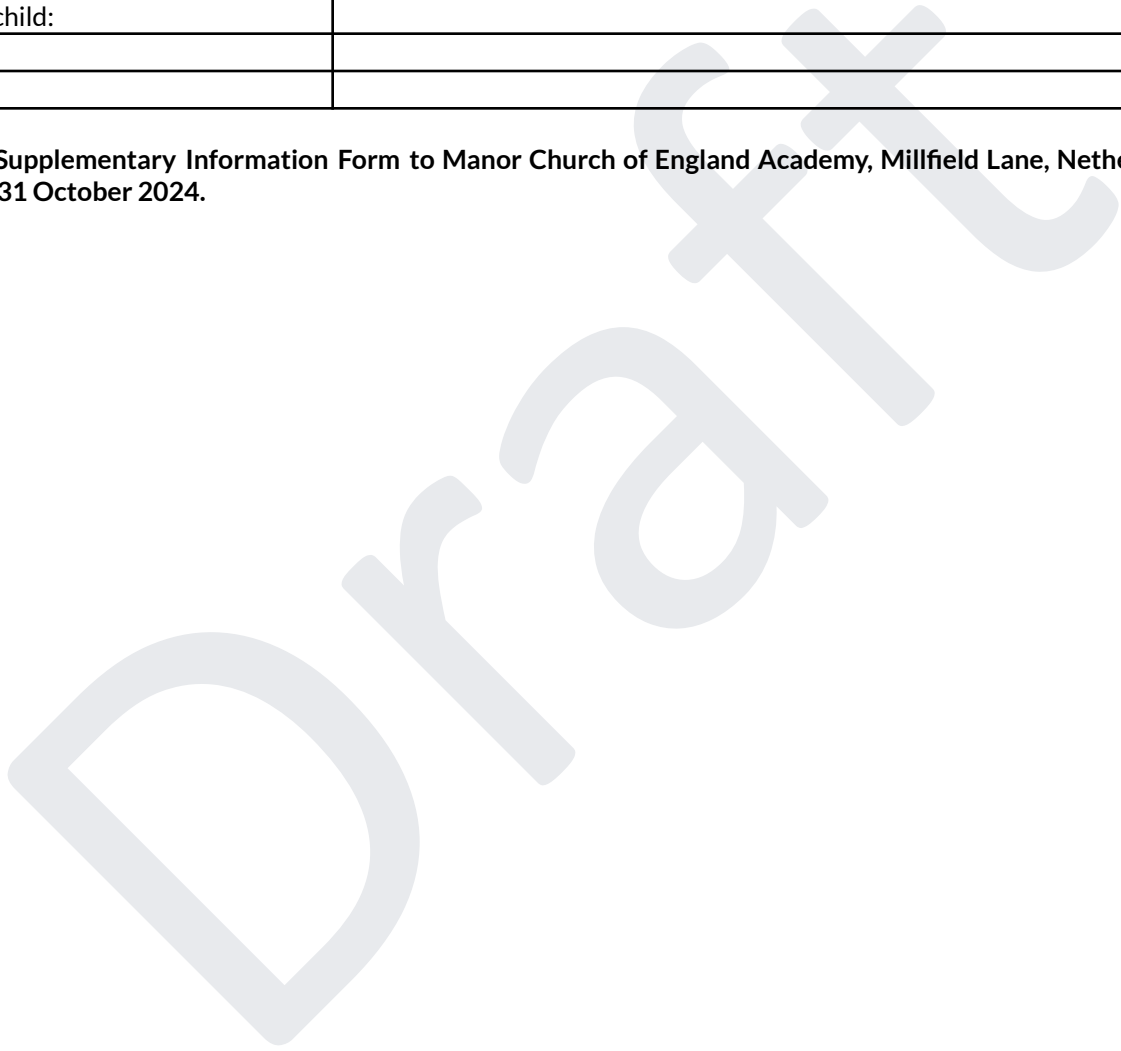
Criterion summary (please see School Admissions policy for full details)	Please tick	Additional Information Required
3.1. A Foundation Place: Very regular worshipper living within the Priority Area		Please note that additional information is required as set out in section 4.3 above and that a signature is required from your minister of religion.*
3.1. B Foundation Place: Other very regular worshipper		
3.2. A Foundation Place: Regular worshipper living within the Priority Area		
3.2. B Foundation Place: Other regular worshipper		
2 Children with exceptional social or medical needs which make the school the most suitable school for the child		Please note additional information is required as set out in section 4.2 above.*

4	Children of staff employed at the school	<p>Please note additional information is required as set out in section 4.4 of the School Admissions policy.</p> <p>Please give name of member of staff:</p> <p>_____</p> <p>Please include with this form [insert details of information required to assess demonstrable skills shortage][(where applicable).]</p>
---	--	---

*You should make sure you allow the time to get the necessary information/signature prior to the deadline for return of the form.

Name of person filling in the form (parent/carer):	
Relationship with child:	
Contact details:	
Signature:	

Please return this Supplementary Information Form to Manor Church of England Academy, Millfield Lane, Nether Poppleton, York, YO26 6PA by 31 October 2024.



(Supplementary Information Form continued)

Confirmation of regular attendance at worship
For completion by your minister of religion

I hereby confirm that:

(1) The aforementioned child or at least one parent/carer of the aforementioned child has attended worship at a regular public service (please tick):

- An average of at least twice a month for the two years immediately prior to the date of application;
- An average of at least once a month for the two years immediately prior to the date of application.

And

- That worship has taken place at a Christian place of worship, being a church which is Designated under the Ecumenical Relations Measure 2018, nationally by the Archbishops of Canterbury and York, or locally by the diocesan bishop, or which is a member of Churches Together in England,¹⁰ or affiliated to the Evangelical Alliance¹¹ or a Partner Church of Affinity.¹² The list of nationally designated churches can be found at https://www.churchofengland.org/sites/default/files/2019-04/list_of_designated_churches_3_oct_18.pdf.

Note: In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

Name and address of place(s) of worship attended:

Name	
Signature:	
Position: (e.g. Vicar/Pastor/Minister/Priest)	
Correspondence address:	
Telephone number:	

In the event that you have attended worship at different places of worship during the relevant period e.g. as you have moved areas, but taken together the attendance at worship at these places of worship would be sufficient to qualify for a Foundation place, please ask your Minister of Religion for each place of worship to complete this form specifying the relevant periods of attendance and frequency.

¹⁰ For up to date information on membership of Churches Together In England, please visit their website at https://www.cte.org.uk/Groups/234772/Home/Contacts/Member_Churches_list/Member_Churches_list.aspx

¹¹ The Evangelical Alliance is the largest body serving evangelical Christians in the UK. Many members of the Evangelical Alliance are individual congregations or churches and therefore too numerous to list here. However they can be “searched for” on the Evangelical Alliance’s website – www.eauk.org.

¹² Affinity is an umbrella organisation to which independent churches belong, similar to an including the Fellowship of Independent Evangelical (FIEC) Churches.

This page is intentionally left blank

OUR LADY QUEEN OF MARTYRS CATHOLIC PRIMARY SCHOOL

SUPPLEMENTARY INFORMATION FORM

Completion of this form does not constitute a formal application for a School place. For Reception admissions, an application should still be made to the Local Authority by 15 January preferably online at www.york.gov.uk/schooladmissions. Failure to complete the Local Authority application at the appropriate time will mean that your application will not be considered.

Please complete this form and return it to Our Lady Queen of Martyrs Catholic Primary School, Hamilton Drive, York, YO24 4JW with a copy of your child's Birth Certificate and Baptism Certificate (if appropriate) to support your application. Failure to provide the necessary Certificates at the point of application will mean that you will not have provided all relevant information for us to consider your preference in the most relevant criterion when we prioritise places.

In line with General Data Protection Regulations, our Privacy Notice can be found online at www.olqm.co.uk

CHILD'S LEGAL SURNAME	CHILD'S FORENAME(S)
-----------------------	---------------------

DATE OF BIRTH	MALE/FEMALE
Please enclose a copy of the child's Birth Certificate with this Supplementary Information Form	

HOME ADDRESS OF CHILD:
POSTCODE: (If this is not the permanent address of the child then you may like to seek the guidance of your Local Authority)

RELIGION (Catholic, Church of England etc)	DATE & PLACE OF BAPTISM
If your child is Baptised please enclose a copy of the child's Baptism Certificate with this Supplementary Information Form	



Supplementary Information Form

for pupils starting St Aelred's Catholic Primary School 2025/26

Child's Full Name:
Date of Birth
Male / Female <i>Please delete as appropriate</i>
Address:
Postcode:
Parent/Carer Name(s):
Telephone:
Email address:
Please list here any siblings who will be at this school in September 2024 (full name and year group please)
Religion:
If your child is Catholic - Date and Place of Baptism:
<i>Note: Please provide baptismal certificate/proof of baptism.</i>

If your child is a member of a Christian denomination other than Catholic –

Date and Place of Baptism:

or

Name of Minister:

Name of Church & Address

Telephone Number:

Note: Please provide either a baptismal certificate or a letter from your minister of religion who can support your application

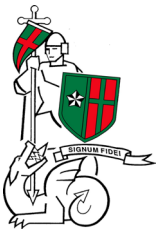
This supplementary form should be completed and returned to:

***St Aelred's Catholic Primary School
Fifth Avenue
York
YO31 0QQ***

or

office@stael.smccat.org.uk

if St Aelred's is listed as one of your choices on the York Local Authority Common Preference Form. Thank you.



St. George's Roman Catholic Primary School York
Supplementary Information Form

**CHILD'S DETAILS:**

Child's surname:		Child's forename:	
Middle name(s)		Chosen name(s)	
Date of Birth:		Gender:	
Address			
		Postcode:	
☎ Home:	Mobile:	e-mail address:	
Any brothers or sisters (please give name/s and date/s of birth)			

CHILD'S RELIGION (Please provide proof of Baptism)

Child's Religion	Date of Baptism	Place of Baptism

PARENTS' DETAILS:

MOTHER'S Surname TITLE (Mrs/Miss/Ms/Dr)	Forename	FATHER'S Surname TITLE (Mr/Dr)	Forename
	Religion		Religion
Address (if different from above)		Address (if different from above)	
Work place and phone number		Work place and phone number	

Name, address and telephone number of previous schools or nursery

~ I give my permission for St George's RC School YORK to process this information ~

SIGNED:
 PARENT/GUARDIAN

DATE:

This page is intentionally left blank



APPLICATION FORM BEFORE ENTRY

Child's surname _____ First names _____

Date of Birth _____ Parents' name (s) _____

Address _____

Post Code _____ Tel. No home. _____

Mobile number _____

Religion _____ Date and place of baptism _____

(Please provide proof of baptism)

Name & Address of Minister of Religion who can support your application

(If you are not of the catholic faith, please include a letter addressed to the Chair of Governors giving your reasons for requesting a place for your child at this Voluntary Aided Roman Catholic School)

Church attended _____

Name, address and tel. number of last school /nursery _____

Siblings currently attending St Wilfrid's _____

I give my permission for the school to process this information.

Signed _____ Date _____

Learning Together Through Christ

Headteacher: Miss H Keith

St Wilfrid's Catholic Primary School, Monkgate, York, YO31 7PB

Tel: 01904 659726 | Email: stwilfrids@york.gov.uk | Website: stwilfridsprimaryyork.co.uk

Part of the Nicholas Postgate Catholic Academy Trust



This page is intentionally left blank



ALL SAINTS RC SCHOOL

SIXTH FORM ADMISSIONS POLICY FOR ENTRY SEPTEMBER 2024

Person Responsible:	NPCAT Admissions Authority (Operational - delegated to Headteacher)
Reviewed by:	NPCAT Admissions Authority
Last Review Academic Year:	2023
Next Review Academic Year:	2024
Approved by:	NPCAT Admissions Authority
Date:	September 2023





ALL SAINTS RC SCHOOL

'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 a member of the Nicholas Postgate Catholic Academy Trust** 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 Sixth Form in the event there are more applicants than places. All students are required to apply for a place in the Sixth Form

3. Definitions

Looked after Child

A 'looked after child' has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

A 'previously looked after child' is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order, or special guardianship order. Included in this definition are those children who appear (to the governing body) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

Catholic

'Catholic' means a member of a Church in full 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. For the purposes of this policy, it includes a looked after child living with a family where at least one of the parents is Catholic.

For a child to be treated as Catholic, evidence of baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the laws of the Church.

Catechumen

A Catechumen is a member of the catechumenate of the Catholic Church; they are under instruction to become a member of the Catholic Church. A certificate of reception into the order of catechumens will normally evidence this.





ALL SAINTS RC SCHOOL

Brother and Sister (Sibling)

Brother or sister includes 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 and is in attendance at the same school on the date of admission.

Eligible Parents

Eligible parents are defined as staff employed at All Saints for two or more years or potential staff who will meet a skills shortage.

Churches Together in England See

http://www.cte.org.uk/Groups/234772/Home/Contacts/Member_Churches_list/Member_Churches_list.aspx

Applicants seeking admission under criterion 8 will be required to produce a baptismal certificate or a letter confirming their baptism.

4. Implementation

The **Trust Board of NPCAT** is the Admissions Authority and is responsible for determining the school's admissions policy. **The Published Admission Number for students entering sixth form in Year 12 is 250.**

Offers of places beyond 250 will be made using best efforts to predict the proportion of applicants that will meet entry requirements.

Once offers of places are made, they will not be withdrawn unless applications are proved to be fraudulent.

Should places remain open at a time after entry requirements are met or not met, additional offers will be made according to the ranking on the waiting list until all places have been taken.





ALL SAINTS RC SCHOOL

5. Admission to the Sixth Form

1. Admission to the Sixth Form will be from:
 - a) Students in Year 11 at All Saints RC School
 - 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 **via the specified All Saints RC School Sixth Form application process**, as are students from other schools. **Details of the application process for Sixth Form entry can be found on the school website.**
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. Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the Oversubscription criteria listed below.
5. **An applicant will be made a conditional offer. This means that they will be offered a place in the Sixth Form on the basis that they meet the entry requirements (see entry requirements below). Additionally, all courses are subject to timetabling constraints.**
6. 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 no more than two new subjects are studied. Where the School has made the offer of a place in the Sixth Form based on 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. 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.
8. Extra students can sometimes be accommodated over the admission number if the student's chosen courses are not full.
9. The admission of pupils with a statement of Special Educational Needs or an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with a Statement of Special Educational Needs or Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.



ALL SAINTS RC SCHOOL

6. Entry Requirements

Entry onto Sixth Form courses includes students achieving a minimum of 5 GCSE's at Grade 4 or above including Grade 4 in English Language or English Literature and Mathematics.

In addition to the above entry requirements students must meet the specific subject entry requirements for access onto the courses they have chosen. Details of these entry requirements can be found on the school website.

Students that do not meet entry requirements may have individual meetings to determine the most suitable pathway.

Entry requirements for Sixth Form are reviewed at the end of every academic year.

7. Oversubscription Criteria

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:

1. Catholic looked after and previously looked after children.
2. Catholic children of members of school staff who have been employed at the school for two or more years at the time at which the application for admission to the school was made.
3. Catholic children who were enrolled at a NPCAT Secondary School at the conclusion of their Year 11.
4. Other Catholic children.
5. Other 'children looked after' and other children previously 'looked after' but ceased to be so because they became adopted, or became subject to a residence or special guardianship order immediately following having been looked after.
6. Other children who were enrolled at a NPCAT Secondary School at the conclusion of their Year 11.
7. Catechumens.
8. Children with a brother, sister or eligible parent at the school at the time of proposed enrolment.
9. Children who are baptised or dedicated members of other Christian Churches as recognised by Churches Together in England (see definitions)
10. Children with one or more parents that are in the armed services
11. All other applicants

8. Late Applications

Any applications received after the closing date will be accepted but considered only after those received by the closing date. Late applications will be considered up to the end of the September in the Autumn Term. Option blocks are determined after the application deadline has passed. Consequently, for late applications, some subject options may not be available. Any offers or conditional offers may be subject to the size or projected size of classes.



ALL SAINTS RC SCHOOL

9. Tie-break Criteria

Where the offer of places to applicants in any of the categories would lead to over-subscription within that category, those with the shortest **driving** route from their home to school. Distance will be measured by the shortest **driving** route from the front door of the child's home address to the main entrance of the school, **using commercial mapping software (Google Maps)**, with those living closer to the school receiving the higher priority.

10. Waiting Lists

In the case of oversubscription, student applications will be held on a waiting list. The school's waiting list will be ranked in line with the oversubscription and tie breaking criteria listed in this policy. The waiting list will be reordered everytime a late application is received.

11. Admissions Appeals

Unsuccessful applicants have a statutory right to appeal against the decision not to offer a place. The timetable for admissions appeals can be found on the school website. Compliance with the School Admission Appeals Code 2022 is the responsibility of the Admissions Authority. Appeals should be made to the Governing Body of All Saints RC School as part of their delegated responsibility.

When Governors consider admissions appeals they will pay regards to any student who has exceptional social or medical needs which makes the preferred school the most suitable school for the student. All Saints RC School may consult with medical or other educational professionals for a further opinion as to whether the student should be allocated a place at the preferred school due to a particular medical condition or social need.

Should Governors not uphold an appeal based on the above paragraph then the appeal will be heard by an independent panel as per the school admissions appeal code.



ALL SAINTS RC SCHOOL

12. Monitoring, Evaluation and Review

The **NPCAT Admissions Authority** will review this policy every year and assess its effectiveness and implementation

13. Availability

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.

Draft for Consultation



Draft for Consultation

Archbishop Holgate's School

A Church of England Academy



2025-2026 Admissions Policy

This policy is for students to start Sixth Form in September 2025

Approved by Trust	2024
Next review due	2025

1. 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 to Year 12 (post-16 provision) at the school. Any queries regarding Sixth Form admissions should be directed to the Sixth Form.

2. Admission to Year 12

Admission to Year 12 will be from:

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

Students on roll at Archbishop Holgate's School are required to apply for a Sixth Form place as are students from other schools. All applicants must submit an application form to the school.

The entry requirements for admission to Year 12 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.

3. Minimum Entry Requirements

All those seeking admission to the Sixth Form must achieve the necessary grades for access onto the courses they have chosen. Automatic entry onto Sixth Form courses includes students achieving 5 Grade 4 GCSEs including Grade 4 in English and/or Mathematics. Students with either English and/or Mathematics at Grade 3 or below will have individual meetings to determine the most suitable pathway within the Sixth Form.

All students applying for the Work Skills programme will have individual meetings to determine if pathways are available.

The school will admit all children with a Statement of Special Educational Need (SEN) or Education, Health and Care Plan (EHCP) in whose Statement or EHCP the school is named. If your child has any such statement or EHCP, please contact your home local authority who will advise you on the process for gaining admission to the school.

Oversubscription criteria

If the number of external applicants for Year 12 exceeds the number of places remaining within the published admission number, after the admission of any external students with a statement of SEN or an EHCP in whose statement or EHCP the school is named, and who meet the academic entry criteria, the following oversubscription criteria will be applied in the order shown to applicants who meet the academic entry criteria:

(1) Children who are either currently or have previously been 'looked after' – This applies to all children who are currently in the care of a local authority; all children who have been adopted from local authority care (subject to an adoption, residence or special guardianship order); and all children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

(2) Students considered by the Governors to have exceptional social or medical needs specific to Archbishop Holgate's School – parents applying under this criterion are advised to consult the school in advance about its suitability for their child, and must provide professional supporting evidence, in writing, from a doctor, specialist health professional, or social worker, setting out the particular reasons why this school is the most suitable for the child, and the difficulties that would be caused if the child had to attend another school.

(3) Students who are on roll in Year 11 at Archbishop Holgate's School.

(4) 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.)

(5) Students having a sibling attending Archbishop Holgate's School at the time of their proposed 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.)

(6) Any other students.

Tie-breaker – If there are more applicants within any given qualifying criterion than there are places remaining, the places for these applicants will be allocated 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.)

FOR CONSULTATION

Final tie-breaker – If the above tie-breaker does not distinguish between two or more applicants with equal priority for the remaining place, random allocation will be used as the final tie-breaker. This will be supervised by someone independent of the Academy.

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.

4. Appeals

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

5. Late Applications

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

6. 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 to a post-16 student with a stronger claim, the offer of a place will be withdrawn. The application will be considered afresh, and a right of appeal offered if a place is refused.

7. Waiting List

In the case of oversubscription, students may wish their application to be held on a waiting list which will be maintained until 31 December at the end of the Autumn Term. The Academy's waiting list will be ranked in accordance with the oversubscription criteria set out above.

8. Timetable for Admissions

1	AHS students complete application	December 2024
2	External students complete application	January 2025
2	School accepts application and this is communicated to parents	January 2025
4	GCSE results published	August 2025
5	Admission confirmed or refused	August 2025
6	Independent appeals	September 2025

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

Address for correspondence

Sixth Form Supervisor and Administrator
Archbishop Holgate's School
Hull Road
York YO10 5ZA

Telephone: 01904 411341

Email: swalton@ahs.pmat.academy

This page is intentionally left blank



Fulford School

Admissions Policy – Year 12 entry

2025 - 2026



Introduction

- 1 The South York Multi-Academy Trust is the admission authority for Fulford School and is therefore responsible for the admission of students into Year 12.

The South York Multi-Academy Trust 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 Fulford School; and
 - (b) external applicant students not attending Year 11 at Fulford School.
- 2 Fulford School welcomes applications from eligible external applicants, and where applications are received from those not already on roll in Year 11 at the school, the school will admit eligible external students to Year 12. The published admission number for Year 12 is 35 students, though wherever possible additional students may be offered places on available courses.
- 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. **Pupils who are either currently or have previously been 'looked after'**. This applies to all children who are currently or have previously been, in the care of a local authority; all children who have been adopted from local authority care, subject to an adoption, residence or special guardianship order; and all children who appear to have been in state care outside of England and ceased to be in state care as a result of adoption, residence or special guardianship order;

It is the responsibility of parent/carers, or the pupil's social worker to provide the information to the admission authority that this criterion applies.
 2. **Students who live within the catchment area normally served by Fulford School, with a sibling at Fulford School at the time of admission.** Catchment areas are designated by the Local Authority and are made available to parent/carers in the [Guide for Parents](#), online at www.york.gov.uk, and upon request from the School Services team. Siblings are defined as brothers or sisters living in the same house, as their primary place of residence (including half-, step- and foster-brothers or sisters);

3. **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 for Parents](#), online at www.york.gov.uk, and upon request from the School Services team;
4. **Students considered by Fulford School to have exceptional social or medical needs which makes the preferred school the most suitable school for the student.** Fulford School 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;
5. **Students with a sibling 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-, step- and foster-brothers or sisters);
6. **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 closest entrance of the school.

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

For example, for two students who are both resident in the catchment area without a sibling on roll at the time of admission and are thus assigned the same (third) priority, the place would first be allocated to the student who also fulfils the next highest priority, for example, an exceptional social or medical need (fourth priority) over a student who lives closer to the school (sixth priority).

In the unlikely case of identical distances under the sixth priority, the applications will be ordered randomly.

- 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 of 35 eligible external applicants if the student's chosen course is not full.

D Appeals

- 1 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.
- 2 If refused, a student 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.

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 2025, where places are still available. Although students can apply at any time, groupings will be based on Easter numbers so later applications may be harder to accommodate.

G Timetable for admission

December 2024 – February 2025	Students complete application
February 2025 – April 2025	Application processed
April 2025	Decision on application (subject to results) communicated to students
August 2025	Year 11 results published
August 2025	Admission confirmed or refused
September 2025	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

The Chair of the Trust Board

The South York Academy Trust
c/o Fulford School
Fulford School, York, YO10 4FY
01904 633300
office@fulford.york.sch.uk
www.fulford.york.sch.uk



Huntington School

Admissions Policy – Year 12 entry

2025- 2026

Introduction

- 1 The City of York Council is the admission 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 Education Support Service 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 children who are currently or have previously been, in the care of a local authority; all children who have been adopted from local authority care, subject to an adoption, residence or special guardianship order; and all children who appear to have been in state care outside of England and ceased to be in state care as a result of adoption, residence or special guardianship order;
- 2. Students who live within the catchment area normally served by Huntington School, with a sibling at Huntington School at the time of admission.** Catchment areas are designated by the Local Authority and are made available to parent/carers online at www.york.gov.uk, and upon request from the Education Support Services team. Siblings are defined as brothers or sisters living in the same house, as their primary place of residence (including half-, step- and foster-brothers or sisters);
- 3. 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 online at www.york.gov.uk, and upon request from the Education Support team;

4. Students considered by Huntington School to have exceptional social or medical needs which makes the preferred school the most suitable school for the student.

Huntington School 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;

5. Students with a sibling 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-, step- and foster-brothers or sisters);

- a. **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 closest entrance of the school.

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

For example, for two students who are both resident in the catchment area without a sibling on roll at the time of admission and are thus assigned the same (third) priority, the place would first be allocated to the student who also fulfils the next highest priority, for example, an exceptional social or medical need (fourth priority) over a student who lives closer to the school (sixth priority).

In the unlikely case of identical distances under the sixth priority, the applications will be ordered randomly.

- 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 of 30 eligible external applicants if the student's chosen course is not full.

D Appeals

- 1 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 Education Support 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 If refused, a student 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.

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 2025.

G Timetable for admission

December 2024	Students complete application
December 2024	School accepts application and informs parent application has been received
February 2025	Application processed
August 2025	Year 11 results published
August 2025	Admission confirmed or refused
September 2025	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
 mail@huntington-ed.org.uk
 www.huntingtonschool.co.uk

City of York Council Education Support Service
 West Offices,
 Station Rise,
 York YO1 6GA
 01904 551554
 education@york.gov.uk
 www.york.gov.uk/schools



The Joseph Rowntree School

Admissions Policy – Year 12 entry

2025 - 2026



CITY OF
YORK
COUNCIL

Introduction

- 1 The City of York Council is the admission 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 30 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 children who are currently or have previously been, in the care of a local authority; all children who have been adopted from local authority care, subject to an adoption, residence or special guardianship order; and all children who appear to have been in state care outside of England and ceased to be in state care as a result of adoption, residence or special guardianship order;
 2. **Students who live within the catchment area normally served by The Joseph Rowntree School, with a sibling at The Joseph Rowntree School at the time of admission.** Catchment areas are designated by the Local Authority and are made available to parent/carers online at www.york.gov.uk, and upon request from the Education Support Services team. Siblings are defined as brothers or sisters living in the same

house, as their primary place of residence (including half-, step- and foster-brothers or sisters);

3. **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 online at www.york.gov.uk, and upon request from the Education Support Services team;
4. **Students considered by The Joseph Rowntree School to have exceptional social or medical needs which makes the preferred school the most suitable school for the student.** 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;
5. **Students with a sibling 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-, step- and foster-brothers or sisters);
6. **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 closest entrance of the school.

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

For example, for two students who are both resident in the catchment area without a sibling on roll at the time of admission and are thus assigned the same (third) priority, the place would first be allocated to the student who also fulfils the next highest priority, for example, an exceptional social or medical need (fourth priority) over a student who lives closer to the school (sixth priority).

In the unlikely case of identical distances under the sixth priority, the applications will be ordered randomly.

- 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 of 30 eligible external applicants if the student's chosen course is not full.

D Appeals

- 1 Any student refused the offer of a place has the right of appeal to an Appeal Panel. Students who wish to appeal should contact the Headteacher's PA to request the correct appeal form. Appeal forms should be returned within 20 school days of the date the place was refused. Appeals will be heard by a panel of the school's Governors.
- 2 If refused, a student 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.

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 2025, where spaces are still available.

G Timetable for admission

November 2024- January 2025	Students complete application
January 2025 – March 2025	Application processed
March 2025	School accepts application, subject to Year 11 results and this is communicated to both students and parents
August 2025	Year 11 results published
August 2025	Admission confirmed or refused
September 2025	Appeals

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

The Joseph Rowntree School
 Haxby Road,
 New Earswick,
 York YO32 4BZ
 01904 552100
joseph.rowntree@york.gov.uk
www.josephrowntreeschool.co.uk

City of York Council Education Support Services
 West Offices,
 Station Rise,
 York YO1 6GA
 01904 551554
education@york.gov.uk
www.york.gov.uk/schools

FULFORD SIXTH FORM



APPLICATION FORM FOR FULFORD SIXTH FORM

The closing date for applications is **Friday 3rd February 2025**

This form should be completed (IN BLOCK LETTERS) by the Parent or Carer of the student prior to admission. Please complete all sections. If you are unable to complete any section of this form, please contact us. The following information is mandatory. Please return your completed form by email to sixthform@fulford.york.sch.uk or post to Fulford Sixth Form, Fulfordgate, Heslington Lane, York YO10 4FY.

STUDENT DETAILS

Surname	Forenames (underline name normally used)
Date of birth	Female <input type="checkbox"/> Male <input type="checkbox"/>
Nationality	Country of Birth
Address	
	Postcode
Home telephone number	Student mobile number
Student email address	
Previous school/s	

MEDICAL, HEALTHCARE AND OTHER SPECIAL ARRANGEMENTS

GP'S INFORMATION	
Doctor's name	Address
Telephone number	

MEDICAL INFORMATION
Please list any medical information relevant to your child's development and school life (eg hearing, sight, allergies, diabetes, epilepsy).

SEND INFORMATION/ACCESS ARRANGEMENTS
Please use this space to let us know about any SEND and/or access arrangements which are currently in place of which Sixth Form should be aware for Post-16 applicants.

ADDITIONAL SUPPORT			
Please tick any that describe your child.			
Free School Meals	<input type="checkbox"/>	Care leavers	<input type="checkbox"/>
Looked after children in the care of the Local Authority	<input type="checkbox"/>	Young people who receive income support in their own right	<input type="checkbox"/>
Living with foster parents	<input type="checkbox"/>	Disabled people who receive disability support in their own right	<input type="checkbox"/>

ANY OTHER INFORMATION
Please use this space to let us know of any other relevant information.

CENSUS INFORMATION

ETHNIC GROUP			
I do not wish an ethnic background category to be recorded <input type="checkbox"/>			
White:		Asian/Asian British:	
British		Indian	
Irish		Pakistani	
Traveller of Irish Heritage		Bangladeshi	
Gypsy/Roman		Chinese	
White other		Any other Asian background	
Mixed:		Black/Black British, African or Caribbean:	
White and Black Caribbean		Caribbean	
White and Black African		African	
White and Asian		Any other Black background	
Other mixed background		Other ethnic group	

RELIGION	FIRST LANGUAGE

PARENT OR CARER INFORMATION

The Education Act 1996 defines a parent to include the natural parents of the child as well as a person: a) who is not a parent but who has parental responsibility, or b) who has care of the child. In the event of an emergency, we shall contact the names below in the priority order shown.

1. Name (Dr/Mr/Mrs/Miss/Ms)	
Address	
	Postcode
Home no.	Mobile no.
Work no.	Email
Work address	
Relationship to student	Member of Armed Forces

2. Name (Dr/Mr/Mrs/Miss/Ms)	
Address	
	Postcode
Home no.	Mobile no.
Work no.	Email
Work address	
Relationship to student	Member of Armed Forces

3. Name (Dr/Mr/Mrs/Miss/Ms)	
Address	
	Postcode
Home no.	Mobile no.
Work no.	Email
Work address	
Relationship to student	Member of Armed Forces

4. Name (Dr/Mr/Mrs/Miss/Ms)	
Address	
	Postcode
Home no.	Mobile no.
Work no.	Email
Work address	

Relationship to student	Member of Armed Forces
-------------------------	------------------------

EMERGENCY RELEASE CONTACT DETAILS

I give my consent for my child to be released to the following person(s) in the event of emergency or illness, if I/we cannot be contacted. I can confirm that the nominated people are aware that I have submitted this information: YES

Emergency Release Contact 1		
Name	Contact telephone number	Relationship to student

Emergency Release Contact 2		
Name	Contact telephone number	Relationship to student

CONSENT OPTIONS

The information in this form will be used throughout your child's time at school. You may withdraw your consent at any time by informing the school in writing via sixthform@fulford.york.sch.uk or Fulford Sixth Form, Fulfordgate, Heslington Lane, York YO10 4FY.

<i>For each item, please indicate your consent by ticking either Yes or No:</i>	Yes	No
Activities		
Supervised visits/sports events to local destinations away from the main school site		
Supervised one-day non-residential visits within the UK (These visits would still be subject to standard school letter/permission slips)		
Medical		
My child to be given first aid by a trained member of staff during any on-site or off-site activity		
My child to receive urgent dental, medical or surgical treatment, including anaesthetics, as may be considered necessary by the medical authorities present, during any on-site or off-site activity		
My child's information to be shared with the NHS and other relevant health professionals to administer required medical treatment. We will use the GP's details listed earlier.		
Staff to administer prescription medicines, as specified on signed medication forms and in line with the school's medicines policy		

Information and Images (including photographs and video recordings)		
Child's image to be used as part of school wall displays/class and in-school activities		
Child's image (not named) to be used on the internet (including school website, Twitter and Facebook)		
Child's image (not named) to be used in external media, e.g. Local newspaper press release		
Child's image to be included in the School's formal class/whole school photographs (external photographer)		
Child's name and number of qualifications (not grades) to be used in external media e.g. local newspaper relating to GCSE and A level qualifications.		
Child's name, information and post-16 destinations to be used in internal presentations for school activities and school awards		
Child's image to be included in the School's formal individual photographs (external photographer)		

Personal Images (e.g. images taken by families during school performances / sports events)
The Information Commissioner's Office classes such images as 'personal use' and does not cover them within GDPR regulations. As a school, we remind all visitors that such images must remain personal and should not be shared widely (including via social media. We would also request that anyone undertaking any photography of this nature respects the views and wishes of other parents and students. Further information is available via: https://ico.org.uk/for-the-public/schools/photos/

For each item, please indicate your consent by ticking either Yes or No:	Yes	No
Non-Statutory Communication (e.g. newsletters / updates)		
School may contact me via Email		
School may contact me via Telephone		
School may contact me via SMS Text Message		
School may contact me via Post		
Non-Statutory Information Sharing		
Parent/carer contact information may be shared with our home-school communication company (currently Group Call) – N.B. this will be required to communicate most text information		
Parent/carer contact information may be shared with our Parent-Teacher Association		

STUDENT ACCEPTABLE INTERNET USE POLICY

As a user of the Fulford School Network and associated services, I agree to comply with the rules, as explained within the Acceptable Use Policy below.

Student Signature

Please read this document carefully, only once it has been agreed to will access to the Internet and the School’s computer systems be permitted. Listed below are the provisions of this agreement. If any student violates these provisions, access to services will be denied and the student will be subject to disciplinary action.

1. Personal Responsibility

As a representative of the school, I will accept personal responsibility for reporting any misuse of the network to a staff member. Misuse may come in many forms, but it is commonly viewed as any message(s) sent or received that indicate or suggest pornography, unethical or illegal requests, racism, sexism, inappropriate language, any use which may be likely to cause offence and other issues described below.

2. Acceptable Use

The use of electronic services must be in support of education and research in accordance with the educational goals and objectives of the School. I am personally responsible for this provision at all times when using the electronic information service.

Transmission of any material in violation of any United Kingdom or other national laws is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material or material protected by trade laws. I will be held responsible for any unlawful activities I commit.

3. Privileges

The use of the Internet and other electronic services is a privilege and inappropriate use will result in that privilege being withdrawn. The Network Manager will rule upon inappropriate use and may deny, revoke or suspend usage.

4. Network Etiquette and Privacy

You are expected to abide by the generally accepted rules of network etiquette. These rules include, but are not limited to the following:

BE POLITE. Never send or encourage others to send abusive messages.

USE APPROPRIATE LANGUAGE. Remember that you are a representative of the school on a global public system. You may be alone with your computer, but what you say and do can be viewed by others. Never swear, use vulgarities or any other inappropriate language. Illegal activities of any kind are strictly forbidden.

PRIVACY. Do not reveal any personal information to anyone, especially the home address or personal telephone of yourself or any other students.

PASSWORD. Do not reveal your password to anyone. If you think someone has obtained your password, change it and contact a member of staff immediately.

ELECTRONIC MAIL. Electronic mail (e-mail) is not guaranteed to be private. Messages relating to, or in support of, illegal activities may be reported to the authorities

DISRUPTIONS. Do not use the network in any way that would disrupt use of the services by others.

5. Services

Fulford School makes no warranties of any kind whether expressed or implied, for the network service it is providing. Fulford School will not be responsible for any damages suffered whilst on this system. These damages include loss of data as a result of delays, non-deliveries, mis-deliveries or service interruptions caused by the system or elements of the system, or your errors or omissions. Use of any information obtained via the network or other information systems is at your own risk. Fulford School specifically denies any responsibility for the accuracy of information obtained via its Internet services.

6. Security

Security on any computer system is a high priority because there are so many users. If you identify a security problem, notify the network manager at once. Never demonstrate the problem to another student. All use of the network must be under your own username and password. Remember to keep your password to yourself. Do not share it with friends. Anyone caught disclosing passwords may have their access denied and may be subject to disciplinary action. Any user identified as a security risk may be denied access to the network and be subject to disciplinary action.

7. Vandalism

Vandalism is defined as any malicious attempt to harm or destroy any equipment or data of another user or of any other networks that are connected to the network. This includes, but is not limited to, the uploading or creation of computer viruses, the willful damage of computer hardware, whether connected to the network or not, the deletion of data from its place of storage or the defacing of any computer-related hardware.

Anybody determined to have vandalised the system may have their access rights stripped and will have to pay for any damage caused.

8. Online Ordering systems

One of the many facilities available via the Internet is the ability to order goods and services whilst online. This technology is still undergoing development and several questions have been raised with regard to the issue of security of online credit card ordering etc. Because of the security and other ethical issues attached to this facility, Fulford School has a moral responsibility in this area. It is therefore strictly forbidden for students to use the Internet for ordering goods or services regardless of their nature.

9. Electronic Mail

Electronic mail (Email) is widely available via the Internet and through the School's own e-mail system. Students are expected to use this facility in a responsible manner. The sending or receiving of any email, which contains any inappropriate material, is strictly forbidden. This material includes, but is not limited to, pornography, unethical or illegal requests, racism, sexism, inappropriate language, any use which may be likely to cause offence. Disciplinary action will be taken in all cases. It is also forbidden to send large volume Emails (Spamming).

Random checks will be performed on users' mailboxes and anybody found to be contravening the rules will have their access to the School's e-mail system removed immediately.

10. Miscellaneous

Members of IT staff will monitor the use of the network and its services. This includes checking the data stored in the users' personal folders. If it is found that the system is being abused, access may be withdrawn without notice.

Questions relating to any part of the acceptable use policy should be directed to the IT Networks Dept: itnetworksdept@fulford.york.sch.uk

STUDENT COURSE CHOICES

Entry onto Level 3 courses includes students achieving 5 x Grade 9-4 or equivalent at GCSE alongside a Grade 5 or above in English and/or Mathematics. Some subjects have specific entry criteria required, which can be found in our prospectus or at

<https://sixthform.fulford.york.sch.uk/curriculum-offer>

As you will see, the subject choices are in four blocks. If you find that you are unable to choose your ideal combination of subjects as a result of this, please would you make a note of this on the sheet. Unfortunately, although we will attempt to accommodate these requests, the nature of the blocking system means that we are unlikely to be able to do so.

If you are planning to study three A levels, we are also offering students the opportunity to study Core Mathematics in Year 12. This course is equivalent to an AS level qualification and is designed to maintain and develop real life maths skills. These skills are increasingly important in the modern workplace and in higher education and this course is particularly useful for students studying A levels with a significant mathematical content (for example, Science, DT, Psychology and Geography). This will be timetabled for four periods per fortnight in Year 12 only.

If you have any further questions, about either the school or your subject choices, please do not hesitate to contact us.

Surname _____ Forename _____

Thank you for your application. We will confirm the receipt of your application via the student's email and provisional offers will be sent out by May 2025. To get in touch, please email sixthform@fulford.york.sch.uk or call us on 01904 666406.

This page is intentionally left blank



Huntington School

HUNTINGTON SCHOOL SIXTH FORM

APPLICATION FORM

APPLICATION FOR ENTRY SEPTEMBER 2025

Please complete personal details below and then turn over to make course selections.

Full name: _____ DOB: _____

Present school: _____

Present form (if at Huntington School): _____

Address: _____

Telephone number: _____

Email address: _____

Please return completed to:

Mr C Hardwell
Director of Sixth Form
Huntington School
Huntington Road
York
YO32 9WT

To inspire confident learners who will thrive in a changing world

We will use students' subject choices at the end of January to make-up the option blocks. Until this happens we cannot guarantee subject selections. If you hand in your application form before **Friday 2 February** then your choices will influence the option blocks.

Students will receive an acceptance letter in March which will include a confirmation of their subject choices.

A Levels:

Select three **or** four subjects from those on offer at Huntington Sixth Form:

1 _____

2 _____

3 _____

4 _____

For Administration use only:

Date application received:	Initial Acceptance letter sent out:	Confirmation of their options letter sent out:

Joseph Rowntree Sixth Form Application Form

Our online application form can be found at <https://www.josephrowntree.co.uk/>

Please complete this form if you are currently a student at The Joseph Rowntree School.

Name _____ Tutor Group _____

Art & Design (Fine Art)		French	
Art & Design (Graphics)		Geography	
Art & Design (Photography)		History	
Art & Design (Textiles)		ICT Cambridge National	
DT – Product Design		Mathematics	
Biology		Mathematics - Further	
Business Studies		Media Studies	
Applied Business Extended Certificate		Music	
BTEC Health & Social Care		Philosophy and Ethics	
BTEC Health & Social Care (Double)		Physical Education	
BTEC Sport Performance & Coaching		Physics	
Applied Criminology		Politics (Huntington)	
Chemistry		Psychology	
Computer Science (Huntington)		Spanish	
Design and Technology (Product Design)		Sociology	
Drama & Theatre Studies			
Economics (Huntington)			
English Language			
English Literature			

INSTRUCTIONS - Please write:

- 1 Next to your 1st choice
- 2 Next to your 2nd choice
- 3 Next to your 3rd choice
- 4 Next to your 4th choice (if you'd like to start year 12 with 4 subjects)

Double Health & Social Care counts as TWO option choices

We will endeavour to accommodate the subjects you have selected (particularly considering your order of preference). Should any problems arise, we will speak to you as soon as possible to discuss this.

This page is intentionally left blank

Joseph Rowntree Sixth Form Application Form

Please complete this form if you are not currently a student at The Joseph Rowntree School.

Our application form can be found online at <https://www.josephrowntree.co.uk/index.asp>

This form should be completed (IN BLOCK LETTERS) by both student and Parent/Carer and returned marked for the attention of Miss Lowther, The Joseph Rowntree School, Haxby Road, York, YO32 4BZ

Student Information

Legal Surname:-			
Legal Forenames :-		Preferred Forename:-	
Date of Birth:-	Gender:- Please tick	Male	Female
Address (including Postcode):-			
Telephone Home:-			
Student Mobile Number:-			
Email Address:-			
<p>The school will use the above information to contact you in writing or telephone, we would be grateful if you would contact the school in the event of any changes to the information we hold.</p>			
Current School:-			

Parent/Carer Information

We require names, address and telephone numbers of those who have parental responsibility for the student.

Parent/Carer Salutation:-	
Relationship with Student:-	
Address (including Post code)	
Telephone Home:-	Mobile & Name:-
	Mobile & Name:-
Email Address:-	

Joseph Rowntree Sixth Form Application Form

Please complete this form if you are not currently a student at The Joseph Rowntree School.

Art & Design (Fine Art)		French	
Art & Design (Graphics)		Geography	
Art & Design (Photography)		History	
Art & Design (Textiles)		ICT Cambridge National	
DT – Product Design		Mathematics	
Biology		Mathematics - Further	
Business Studies		Media Studies	
Applied Business Extended Certificate		Music	
BTEC Health & Social Care		Philosophy and Ethics	
BTEC Health & Social Care (Double)		Physical Education	
BTEC Sport Performance & Coaching		Physics	
Applied Criminology		Politics (Huntington)	
Chemistry		Psychology	
Computer Science (Huntington)		Spanish	
Design and Technology (Product Design)		Sociology	
Drama & Theatre Studies			
Economics (Huntington)			
English Language			
English Literature			

INSTRUCTIONS - Please write:

- 1 Next to your 1st choice
- 2 Next to your 2nd choice
- 3 Next to your 3rd choice
- 4 Next to your 4th choice (if you'd like to start year 12 with 4 subjects)

Double Health & Social Care counts as TWO option choices

We will endeavour to accommodate the subjects you have selected (particularly considering your order of preference). Should any problems arise, we will speak to you as soon as possible to discuss this.

	Date	Comment/Action
Application Received		
Reference Applied		
Reference Received		
Accepted		

Admissions Policy on Delayed and Deferred Admission to Primary School

Last Updated – July 2023

Last Approved – January 2022

Introduction

- 1 This policy applies to those schools where the City of York Council is the **admission 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.
- 2 This policy may also be adopted by other admission authorities wishing to reflect the aims of this policy in their own admission arrangements. A list of these admission authorities is available in [Section J](#).
- 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 This policy complies with the Department for Education School Admissions Code 2021 and all relevant guidance on the admission of summer born children into primary and infant schools [Summer born children starting school: advice for parents - GOV.UK \(www.gov.uk\)](#).
- 5 The admission of children into the Reception year at 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, unless explicitly stated in the relevant oversubscription criteria for that school, 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 Education Support Services team.
- 7 The admission of children with an Education, Health and Care plan is covered by different admission regulations, and decisions on the delayed or deferred entry to school of these children should be directed to the relevant Local Authority Special Educational Needs team.

DRAFT

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 5. All children will be offered the opportunity of a full time place from September in the year of entry.
- 2 Children must be attending school on a full time basis when they reach **statutory school age** - at the start of the school term after the child turns 5.
 - A child born between 01 September and 31 December is of statutory school age from 01 January after they turn 5.
 - A child born between 01 January and 31 March is of statutory school age from 01 April after they turn 5.
 - A child born between 01 April and 31 August (a summer born child) is of statutory school age from 01 September after they turn 5.
- 3 Parent/carers who do not wish for their child to take up a full time place from September in the school year their child turns 5 have several options available to them, although these depend on their child's date of birth, including the right to:
 - request their child has a **part time** school place for some of the Reception year, until they are of statutory school age
 - request their child can **delay** starting school full-time until they are of statutory school age, but in the same year group
 - request their child can **defer** starting school full-time until they are of statutory school age, but in the following year group
- 4 Information on these three options are included [Sections C-E](#) of this policy, together with an example timetable in [Section G](#).
- 5 Whether or not parent/carers decide to investigate these options further, an application for a school place for starting primary school should still be made between 12 September and 15 January in the school year a child turns 4. Further advice and information can be found in the [Guide for Parents](#) and in the relevant admissions policies, available at www.york.gov.uk/schooladmissions

B Part Time provision

- 1 After being allocated a school place on National Offer Day, parent/carers who are interested in starting their child at school on a part time basis should ask their allocated school what part time provision **can be offered**.

Parent/carers should inform schools of their intention to start their child on a part time basis **by 31 May**.

- 2 Children must be attending school on a full time basis when they reach statutory school age - at the start of the school term after the child turns 5.
 - A child born between 01 September and 31 December can be part time only from 01 September to 31 December.
 - A child born between 01 January and 31 March can be part time only from 01 September to 31 March.
 - A child born between 01 April and 31 August (a summer born child) can be part time for the whole first Reception year of school.

C Delayed Entry

- 1 After being allocated a school place on National Offer Day, parent/carers who are interested in delaying starting their child at school can do so only until their child is of statutory school age.
- 2 In these circumstances, parent/carers should **clearly communicate their intended start date** with their allocated school, and keep in regular contact regarding any changes to this intended date. Parent/carers should inform schools of their intention to delay their child's start date **by 31 May**. There is no need to reapply for a school place as part of the decision to delay admission into the same year group.
 - A child born between 01 September and 31 December can delay the start of full-time school no later than 01 January.
 - A child born between 01 January and 31 March can delay the start of full-time school no later than 01 April.
 - A child born between 01 April and 31 August (a **summer born** child) can delay the start of full-time school no later than 01 September. As a result of a delayed start date, this will be a place to start in Year 1. The child would then continue alongside their age-related peers for the duration of their time at school.
- 3 In the **20 school days before the intended start date**, parent/carers should contact the school to make arrangements for the admission of their child.

- 4 Should a parent/carer not contact a school in the 20 school days before an intended and/or previously communicated start date, schools should make **all reasonable efforts to contact the parent/carer** by telephone and in writing at any known physical or email addresses. In any letters after failure to establish contact, the parent/carer should be informed that the allocated place may be withdrawn if they do not make contact within 10 school days. Schools should also then follow the relevant procedures for **children who may be missing in education** and if necessary, seek the advice of the LA Attendance Advisor.

A sample letter is included as an Appendix to this policy.

- 5 Deferred or delayed school places may only then be withdrawn by the admission authority for the school, where C4 as above has been implemented fully and only where the allocated school (and, if different, the admission authority) have tried and failed to contact a parent/carer on a number of occasions.

D Deferred Entry

- 1 Parent/Carers of **summer born children**, that is children born between 01 April and 31 August, may **request** to defer their child's entry at the date of statutory school age in the following September into the Reception year – a younger year group.
- 2 Parent/Carers wishing to do this should still apply for a school place at the normal time – that is by **15 January** in the school year their child turns 4. At this time parent/carers should also put in writing that they **wish to defer entry** for their child to start Reception in the following September, preferably by emailing education@york.gov.uk with the child's details and application reference number.

It is recommended that along with this request to the Local Authority, any **supporting information or evidence** parent/carers may wish to be considered is also submitted, including the written statements of any relevant professionals.

Circumstances which the admission authority will take into account include parent/carers wishes; information about the child's academic, social and emotional development; whether they have previously been educated outside their normal age group; and in the case of children born prematurely, whether they would naturally have fallen into the lower age group if born at the expected time.

- 3 The Local Authority will then share this information with the admission authorities and head teachers of the school(s) parent/carers have expressed a preference for. The head teacher(s) will then provide the reasoning for their decision as to whether or not they **support the request** for deferred entry. The final decision will be for the admission authority.
- 4 The Local Authority will then write to parent/carers to confirm the result of these decisions for on-time applications by **28 February**.

- 5 If such a request is **approved** then the application and preferences originally submitted by **15 January** will be withdrawn. No decisions will be made on the basis of the original application.

Places are not held open for children who defer entry, so parent/carers must then reapply **by 15 January the following year** for a place in Reception alongside children who are one school year younger. Parent/carers may make an identical application for the same schools, or request different schools from their initial application.

Parents/carers should be aware that as the numbers of applications and preferences, and even the number of available places, may differ from year to year, that a deferral does not mean a place at the same school can be allocated one year later. It will not be known which school is allocated for an agreed deferral until 16 April in the school year the child turns 5 and the results of the application one year later **may result in a different school being allocated**.

- 6 The decision to approve a deferral is agreed between all admission authorities that are part of this policy and process, namely schools for which the City of York Council is the admission authority and those schools listed in [Section J](#) who have chosen to adopt this policy. Should parent/carers in later years apply for a school place for their child in a different chronological year group than their age-related peers, any decision made under this policy is **not binding** on other admission authorities.

If you move to a different Local Authority and you want your child to remain out of their normal age group when they transfer to a new school, for example if you move house or when they transfer to secondary school, you will need to submit another request for admission out of the normal age group.

The admission authority of the new school will decide whether it is in your child's best interests to continue to be educated out of their normal age group. Unless there are good educational reasons for a

child to join their normal year group (meaning they would miss a year of school), they should remain with their adopted year group.

- 7 When starting school the following September all summer-born children who have deferred entry will have already reached the age of 5 and so will be of statutory school age from the **first day** of the school year. These children will continue to be one school year behind their normal age group for the duration of their time at school in York.
- 8 If the request is **not approved**, parent carers will be notified of the results of their original application and preferences from 16 April. The options open to parent/carers in these circumstances are outlined above in [Sections B-C](#).
9. If the request is **not approved** by all preference schools, parents/carers can then decide whether they wish to continue with the current application for their child or if they wish to defer to the following school year. If the parents/carers wish to defer, any Head teachers who refused the deferral request will be advised once a deferred application is received and they would then confirm whether they wish to admit the pupil into reception or into Year 1.

E Late Deferral Requests

- 1 Applications to **defer** received after the closing date of **15 January** in the school year the child turns 4 will be treated as late requests – and may not receive a decision by the **28 February** as is intended for on-time requests.
- 2 Where possible such late requests will be dealt with within an intended **six weeks** from receiving the request. However, school term times and statutory obligations and deadlines such as National Offer Day and the admission appeals period may delay this.
- 3 Should a request be received after the allocation of places, any subsequent agreed deferral would mean the **original offer of a school place is withdrawn** and that school place may be offered to another child from the waiting list for that school if applicable.
- 4 Requests received after the first day of the school year, regardless of whether a child has started attending school or not, are **outside the remit of this policy**. In these circumstances, we recommend that the parent/carer should discuss their reasons with the allocated school with reference to the **Out of Cohort** guidance.

F Complaints

Parent/carers may, should they disagree with the admission authority about the decision to refuse their summer born child a deferral to the following school year, put their **complaint in writing** and follow the relevant complaints process for the Local Authority or school (whomever is the admission authority). There is no statutory right of appeal against such a decision.

DRAFT

G Timetable

In the school year the child turns 4 years old	
by 12 September	Opening date for applications for all applicants, including those that wish to delay entry and those that wish to defer entry. 'School admissions application for Primary School in September' form made available and online applications start to be accepted at www.york.gov.uk/schooladmissions
15 January	Closing date for all applications. Those summer born children wishing to defer entry should also by this date write to formally request a deferral including any reasons, and documentation from relevant professionals.
15 January – 28 February	Any requests for children to defer entry (along with any information provided) will be sent by the Local Authority to the head teachers of all schools relevant to the application – this includes all schools named as preferences, and the catchment school of the child. Head teachers will be asked, on the basis of the information provided, whether they support the parent's request. The Local Authority will collate these responses, with the final decision being made by a majority of the admission authorities whom have been consulted, or if these tie, by the Local Authority.
by 28 February	The Local Authority will inform those who have requested to defer by 15 January whether this has been approved or refused. If approved, the original application will be withdrawn and a new application must be made in the next school year.

16 April (or the next working day)	National Offer Day for all remaining applicants. Those summer born children who have had a deferral agreed will not receive an offer of a school place and must apply again in the next school year.
16 April – 31 May	Parent/Carers of children wishing to delay the start of full time education to communicate and agree with their allocated school their child's start date by 31 May. Parent/Carers interested in what part time school may be available should also request this by 31 May.
In the school year the child turns 5 years old	
Start of the Autumn Term	Start of the school year. All children may start full time school from the start of the autumn term.
Start of the Autumn Term	Requests to defer can no longer be made. Instead, the parent/carer should discuss their reasons with the allocated school with reference to the Out of Cohort guidance.
by 12 September	Opening date for applications for summer born children who have had a deferral agreed in the previous year. 'School admissions application for Primary School in September' form made available and online applications start to be accepted at www.york.gov.uk/schooladmissions . Parents should make clear in their application that a deferral has previously been agreed as the date of birth will fall outside the normal date of birth range for the required admissions round .
Start of the Spring Term	Children born between 01 September and 31 December may not delay the start of full time school beyond this date as they will have reached statutory school age.

15 January	Closing date for applications for summer born children who have had a deferral agreed in the previous year.
Start of the Summer Term	Children born between 01 January and 31 March may not delay the start of full time school beyond this date as they will have reached statutory school age.
16 April (or the next working day)	National Offer Day for applications for summer born children who have had a deferral agreed in the previous year.
In the school year the child turns 6 years old	
Start of the Autumn Term	<p>Children born between 01 April and 31 August (summer born children) may not delay the start of full time school beyond this date as they will have reached statutory school age.</p> <p>Those that have delayed entry to this date will start in Year 1. Those that have deferred entry to this date will start in the Reception year.</p>

H Contact details for correspondence

City of York Council Education Support Services
 West Offices,
 Station Rise,
 York YO1 6GA
 01904 551554
education@york.gov.uk

I City of York Community and Voluntary Controlled

Carr Infant (Community, 5-7)
Clifton Green Primary (Community, 5-11)
Copmanthorpe Primary (Community, 5-11)
Dringhouses Primary (Community, 5-11)
Elvington CE Primary (Voluntary Controlled, 5-11)
Fishergate Primary (Community, 5-11)
Headlands Primary (Community, 5-11)
Huntington School (Community, 11-18)
Joseph Rowntree School (Voluntary Controlled, 11-18)
Lord Deramore's Primary (Voluntary Controlled, 5-11)
Naburn Primary School (Voluntary Controlled, 5-11)
Ralph Butterfield Primary (Community, 5-11)
St Barnabas' CE Primary (Voluntary Controlled, 5-11)
St Mary's CE Primary (Voluntary Controlled, 5-11)
St Oswald's CE Primary (Voluntary Controlled, 5-11)
St Paul's CE Primary (Voluntary Controlled, 5-11)
Stockton on the Forest Primary (Community, 5-11)
Westfield Primary Community (Community, 5-11)
Wigginton Primary (Community, 5-11)
Yearsley Grove Primary (Community, 5-11)

[View school contact details](#)

School details correct at the time of update

J Other admission authorities who have adopted this

Academy Trust of Ebor Academy Trust, York
Academy Trust of Hope Sentumu Learning Trust, York
Academy Trust of Pathfinder Multi Academy Trust
Academy Trust of South Bank Academy Trust
Academy Trust of South York Multi Academy Trust
Academy Trust of Nicholas Postgate Catholic Multi Academy Trust
Academy Trust of TEAL

DRAFT

Delayed entry – sample letter when parent/carers have failed to contact the school after an intended/previously communicated start date

01 September 2020

Dear Parent/Carer,

Re: Delayed entry to <School> for <Child Name>

I am writing to you after we have failed to make contact with you by telephone regarding <Child Name>'s delayed entry to Reception and intended start date at our school.

We ask that in these circumstances, parent/carers contact the school to confirm your plans within 20 school days of the start date, and communicate any changes of circumstances to the school as soon as possible throughout the school year. This enables us to adequately plan for <Child Name>'s admission in the Reception year.

According to our records, you last informed us on <date informed> that you intended to delay the start date of <Child Name> from the start of the school year in September 2019 until <intended date>.

As we have now passed this date, we have yet to hear from you and our attempts at making contact with you have failed, I would be grateful if you could contact us **as soon as possible** to confirm your intended start date for <Child Name> at our school.

It may be that you now have moved address, or arranged for a school place for <Child Name> elsewhere. If this is the case please contact us so we can formally withdraw this school place and offer it to another child.

Should you fail to respond to this letter, and not make contact with us by <date 10 school days from receipt of this letter> this school place may be withdrawn by the admission authority for the school, which is City of York Council.

Yours sincerely,

<Head teacher>

Schools in the City of York Local Authority area

In Year Coordinated Admissions Scheme
2025 - 2026

Last Updated: August 2023

Last Approved:

A Introduction

1. This coordinated scheme provides a framework for a fair and open way of determining in year applications for a school place.
2. This scheme complies with the requirements of the School Admissions Code 2021 and all current legislation regarding school admissions.
3. This scheme will remain in operation as long as in-year admissions are coordinated by the Local Authority (LA). This scheme may be reviewed in the future to ensure it complies with current legislation and practice.
4. This scheme applies to all state-funded schools in the City of York area who receive applications 'in-year'. It aims to ensure that within the operation of an **equal preference system**:
 - a) each applicant only receives one offer of a school place; and
 - b) each applicant is allocated the highest ranked preference school that is available.
5. Applications will always be made and normally be considered only for admission into the year group relevant to the child's age. Only in very exceptional circumstances would a request for admission into other year groups be considered on an individual basis at the time of application. Factors that may be considered in varying this approach include:
 - (i) where a child has previously been educated outside of their chronological year group within the UK;
 - (ii) where a child has previously had an agreed '**deferral**' for entry into Reception from the LA or another UK Local Authority;
 - (iii) where the child is from outside the UK and where an applicant can provide detailed and substantial evidence of the child's need to be educated in a year group other than their own. This will not include the variation of school starting ages in other countries.

Where none of the above apply, or where no variation is made by the LA, an applicant may, after being allocated a place, discuss their child's needs with the head teacher of the allocated school. The head teacher of the allocated school will make a decision, with regard to the LA's latest

Out of Cohort guidance regarding the best educational provision in consultation with parents and other relevant professionals.

6. This scheme applies only to 'in-year' applications for a place from Reception to Year 11. Applications for Year 12 or 13 should be made directly to those schools and colleges, though the right of appeal exists if an applicant is refused admission to a school in Year 12 or 13.

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. It does not apply to applications for a place within an 'admissions round', that is an application for the normal year of entry. More information on applications within an admissions round can be found in the relevant City of York Coordinated Admissions Scheme.

7. In year admissions are normally for school places that are required for **a minimum period of one term**, and where the child currently holds no other school place in any other jurisdiction, except in the case of dual registration. There is no duty to provide a school place for short term or temporary admission requests, even where these are longer than one term in length. Schools may choose to admit children on a short term basis where there is an available place that is not required for an in year admission and where agreement exists between the parent/carer and the school regarding what provision may be allocated.
8. The LA coordinates in year school admission applications for **all state funded schools** in the City of York LA area.

Decisions on applications for community and voluntary controlled schools must be made by the admission authority for the school which is the City of York Council. More information on how in year applications will be considered for these schools can be found in the City of York In Year Admissions Policy.

In line with the School Admissions Code, own admission authority schools – academy and voluntary aided schools – may choose to admit pupils separately, but they **must**, on receipt of an in-year application,

notify the local authority of both the application and its outcome, to allow the local authority to keep up to date figures on the availability of places in the area. If the admission authority chooses to admit a pupil separately, they **must** inform parents of a decision in writing within 15 school days of an application and also of their right to appeal against the refusal of a place.

9. Information regarding applying for places at school can be found on the City of York School Admissions website at www.york.gov.uk/admissions and in the Guide for Parents at www.york.gov.uk/guideforparents

B Making Applications

1. The standard way of making applications will be online at www.york.gov.uk/admissions where an online form ('the form') can be completed to apply for a school place. It is expected that most applications will be made online, but where applicants cannot apply online, they may request support from the LA, schools, or a paper application form known as the 'School admissions application for an in year change of school' ('the form').
2. The form will be used for the purpose of gathering and processing applications for a change of school – in circumstances including being newly resident in the City of York Local Authority (LA) area, having moved across the LA area, or simply requesting a change of school.
3. The form must be used as a means of expressing one or more preferences by applicants who are parent/carers resident in the 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 should apply to the Local Authority in which they are resident, even if the school(s) they wish to apply for are in a different Local Authority area.

Applicants resident in other Local Authority areas should first apply to the Local Authority in which they are resident if they coordinate in year applications for school places.

5. Applications will only be accepted if submitted by persons with **parental responsibility** for the child listed in an application. If the Local Authority or any admission authority receives two applications for the same child and the applications differ, or if there is disagreement between persons who share parental responsibility, applications may be put on hold and/or not processed until agreement is reached or one person proves a legal right to proceed with the application.
6. 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.
7. 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 online at www.york.gov.uk, and upon request from the Education Support Services team;
 - b) consider the implications of home to school transport when expressing their preferences. 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 Education Support Services team. Applicants from outside the City of York area are advised to contact the Local Authority in which they are resident regarding transport; and

- c) if applying with more than one child of school age who would require a place at the same school, consider several schools before expressing their preferences as parent/carers most preferred or most local school may not have places available for all children in all requested year groups
8. 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 admission authority to apply their oversubscription criteria to the applicant. The SIF, if required, must be returned directly to the school.
 9. If the LA receives both an online and manual application, and they differ, the LA will query this with the applicant.
 10. Following submission of an application, the LA may seek clarification of the details in an application or further information relating to the application, including proof of address or residence.

Whilst waiting for requested information an application will be placed on hold. If information is not supplied in order for an application to be processed further, an application may ultimately be withdrawn by the LA.

C Timescales

1. Where a request is made regarding the number of school places available, requests will be answered within **two school days** of a completed request. Please note that this information is only ever an indication as applications are being processed constantly.
2. Applications should be made no earlier than **20 school days** before the school place is required. Applications will not be accepted if made more than **20 school days** before a place is required. Applications made more than **20 school days** before the school place is required will be returned to the applicant and another application will have to be made. An exception is due to crown service posting in which case an application may be made **30 school days** before the place is required upon receipt of the relevant posting order
3. Upon receiving an application, and where the child does not have a school place in the LA area, all admission authorities will endeavour to allocate a school place within a period of **10 school days** in order to minimise periods where children are without a school place.
4. Decisions on applications will be provided to applicants within **15 school days** of the completed and accepted application. Applications should not be made more than **20 school days** before the intended start date, unless the application is due to crown service posting in which case a place may be allocated upon receipt of the relevant posting order **30 school days** before the place is required. Other exceptional circumstances may mean that decisions are made more than **20 school days** before the intended start date.
5. Where a change of school is required due to relocation, an allocated place may be taken up once the receiving school has been able to make suitable arrangements. However, where a change of school has been requested for other reasons and the child's current school is within a reasonable travelling distance, it is expected that the start date will be at the start of a new half term or other suitable day to be agreed with the receiving school.

D Coordinating Applications

6. The LA will act as a clearing house for the allocation of places by the relevant admission authorities in response to preferences received via either an online application or the form.
7. Each admission authority operating within the scheme will have their own admissions policy or oversubscription criteria for their school(s). All preferences expressed for a school will be determined in line with these policies and criteria.
8. 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 and communication with other admission authorities in their respective areas.
9. 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.
10. 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.
11. The LA will receive information from schools within the City of York area for the purposes of determining where a place can be allocated.
12. The LA will provide information on all preferences, including to whom allocations can be made, to other coordinating Local Authorities for applicants resident outside the City of York area.
13. The LA will receive information on all preferences, including to whom allocations 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 whether an applicant may be allocated a place at a school named as a preference on an application is the responsibility for the **admission authority** for that school.
2. The LA will only make a decision with respect to the allocation 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 admission authority will provide the LA with information as to whether a place is available, or if more than one application has been received, information as to whom is most entitled to the available place according to their own admissions policies or oversubscription criteria.
4. The LA will, for those schools for which the LA is also the admission authority, make a decision on each preference according to the City of York In Year Admissions Policy.
5. Where an applicant has applied for more than one child at the same preferred school(s), but a place is only available for one child, the LA will seek further instruction from the applicant regarding whether the applicant would prefer both siblings to be allocated places at the same school (this may be a lower or alternative preference), or be allocated places at two different schools. A decision must be made within **two working days**.
6. If a place cannot be allocated at a school named as a preference, and the pupil could be considered eligible to be considered under **the Fair Access Protocol**, the application may be referred to a **Fair Access Partnership** who will consider the application.

F Allocations

1. When the LA has received information for all schools that are named as a preference by the applicant, and where the child is eligible for a place at only one of the nominated schools, that school will be allocated to the child.

Where the child is eligible for a place at two or more of the nominated schools, they will be allocated a place at whichever of these schools is the highest ranked preference.

2. Each applicant will receive no more than one allocation of a school place. A place will be allocated 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 allocate school places on behalf of all admission authorities operating within the coordinated scheme.
4. The LA will provide schools with all relevant information held to the allocated school as soon as practically possible after a place has been allocated. Schools should not contact parent/carers until allocations have been made by the LA.

If following an allocation, the child does not start an attendance at the allocated school, the allocated school must inform the LA Attendance Advisor within **5 school days** of the expected start date (ordinarily within 10 school days of the allocation) so the child can be identified, if applicable, as a **Child Missing in Education**.

5. Applicants should make contact with the allocated school within **10 school days** of the date of the allocation letter. If they do not then the allocation of a place will be withdrawn and the place will subsequently be made available to other applicants.

6. If a place cannot be allocated at a school named as a preference, a place may be allocated at an alternative school where places are available. This may be a school some distance from the home address of the applicant.
7. No allocation may be made if the current school of the child is within a reasonable distance, **or** if the applicant has indicated further preferences may be supplied should a preference be refused, **or** if the applicant has indicated that they would like to keep a place at their child's current school should their preference(s) be refused.
8. No places will be held in reserve for any school.

G Waiting Lists

1. Admission authorities may choose to hold waiting lists for all unsuccessful preferences. They may choose to do so themselves or ask the LA to do so on their behalf. As standard waiting lists should be kept until the end of the current school year, at which time the waiting list may be reset.

Should applicants wish to remain on a waiting list for a future school year, they should submit a new application once applications open in mid June, before the end of the current school year, and preferably by no later than **05 July**.

2. Each waiting list will contain all the unsuccessful preferences, and ranked in accordance with the relevant oversubscription criteria for that school according to the applicant's **current circumstances** where these circumstances have been provided to the admission authority or LA where the list is held by the LA.
3. Each additional applicant, or change in circumstances of an applicant, will require a waiting list to be reordered in accordance with the relevant oversubscription criteria for that school.

4. The admission authority for each school shall, should a place become available whilst the waiting list is in operation, **make the LA aware of the available place so that the LA can offer the place** to the applicant on the top of the waiting list. Applicants should be given a reasonable period of time to make a decision as to whether they wish to accept the place.
5. The LA shall, as the coordinating Local Authority, oversee these waiting lists in partnership with admission authorities and other Local Authorities. The LA requires other admission authorities to inform the LA when places may become available, so that a coordinated allocation 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 allocated the statutory right of appeal against the decision of the admission authority for the preference school.
2. The refusal letter will contain the reason why the preference was refused by the admission authority for the preference school and what steps the applicant needs to take in order to appeal against this decision.
3. Where there is more than one applicant appealing for a school these will be 'grouped appeals' for the first stage wherever possible.
4. Where the appeal is for a school in another Local Authority area, and/or where appeal arrangements may differ from the above, the applicant will be advised to contact that Local Authority or body to further discuss the appeals process.

J Contact details for correspondence

City of York Council Education Support Services
 West Offices,
 Station Rise,
 York YO1 6GA
 01904 551554
 education@york.gov.uk

K City of York Schools

Acomb Primary (Academy, 5-11)
 All Saints' RC School (Academy, 11-18)
 Archbishop Holgate's CE School (Academy, 11-18)
 Archbishop of York's CE Junior (Voluntary Controlled, 7-11)
 Badger Hill Primary (Academy, 5-11)
 Bishopthorpe Infant (Academy, 5-7)
 Burton Green Primary (Academy, 5-11)
 Carr Infant (Community, 5-7)
 Carr Junior (Academy, 7-11)
 Clifton Green Primary (Community, 5-11)
 Clifton with Rawcliffe Primary (Academy, 5-11)
 Copmanthorpe Primary (Community, 5-11)
 Dringhouses Primary (Community, 5-11)
 Dunnington CE Primary (Academy, 5-11)
 Elvington CE Primary (Voluntary Controlled, 5-11)
 Fishergate Primary (Community, 5-11)
 Fulford School (Academy, 11-18)
 Haxby Road Primary (Academy, 5-11)
 Headlands Primary (Community, 5-11)
 Hempland Primary (Academy, 5-11)
 Heworth CE Primary (Academy, 5-11)
 Hob Moor Community Primary (Academy, 5-11)
 Huntington Primary (Academy, 5-11)
 Huntington School (Community, 11-18)
 Joseph Rowntree School (Voluntary Controlled, 11-18)

Knavesmire Primary (Academy, 5-11)
Lakeside Primary (Academy, 5-11)
Lord Deramore's Primary (Voluntary Controlled, 5-11)
Manor CE Academy (Academy, 11-16)
Millthorpe School (Academy, 11-16)
Naburn CE Primary (Voluntary Controlled, 5-11)
New Earswick Primary (Academy, 5-11)
Osbalduick Primary (Academy, 5-11)
Our Lady Queen of Martyrs RC Primary (Academy, 5-11)
Park Grove Primary (Academy, 5-11)
Poppleton Ousebank (Academy, 5-11)
Poppleton Road Primary (Academy, 5-11)
Ralph Butterfield Primary (Community, 5-11)
Robert Wilkinson Primary (Academy, 5-11)
Rufforth Primary (Community, 5-11)
Scarcroft Primary (Academy, 5-11)
Skelton Primary (Community, 5-11)
St Aelred's RC Primary (Academy, 5-11)
St Barnabas' CE Primary (Voluntary Controlled, 5-11)
St George's RC Primary (Academy, 5-11)
St Lawrence's CE Primary (Academy, 5-11)
St Mary's CE Primary (Voluntary Controlled, 5-11)
St Oswald's CE Primary (Voluntary Controlled, 5-11)
St Paul's CE Primary (Voluntary Controlled, 5-11)
St Wilfrid's RC Primary (Academy, 5-11)
Stockton on the Forest Primary (Community, 5-11)
Tang Hall Primary (Academy, 5-11)
Vale of York Academy (Academy, 11-16)
Westfield Primary Community (Community, 5-11)
Wheldrake with Thorganby CE Primary (Academy, 5-11)
Wigginton Primary (Community, 5-11)
Woodthorpe Primary (Academy, 5-11)
Yearsley Grove Primary (Community, 5-11)
York High School (Academy, 11-16)

[View school contact details](#)

School details correct at the time of update

DRAFT

This page is intentionally left blank

Community and Voluntary Controlled Schools

In Year Admissions Policy 2025 - 2026

Last Updated: August 2023

Last Approved:

Introduction

- 1 This policy applies to those schools where the Local Authority (LA), City of York Council is the admission authority – that is all community and voluntary controlled primary, infant, junior and secondary schools within the City of York area.
- 2 This policy applies only to 'in-year' applications for a place from Reception to Year 11. 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. It does not apply to applications for a place within an 'admissions round', that is an application for the normal year of entry. More information on applications within an admissions round can be found in the relevant City of York Admissions Policy.
- 3 The mechanisms and content of this policy may also be adopted by other admission authorities wishing to reflect the aims of this policy in their own admission arrangements. The LA will offer assistance where requested to other admission authorities with schools in the City of York LA area who wish to adopt similar arrangements for the benefit of residents of the LA area.
- 4 This policy complies with and operates within the City of York In Year Coordinated Admissions Scheme for schools in the City of York Local Authority area.
- 5 The LA policy for allocating school places is designed to be as fair as possible while ensuring that resources are used sensibly. The LA works closely with the head teachers and governing bodies of all schools in school place planning and organisation regarding the numbers of places that can be allocated.
- 6 Under these admission arrangements the allocation of places is based on where the child/parent lives and the preferences of parent/carers.

- 7 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 Admissions team. It is recommended that all applicants consider the information in the **Guide for Parents** before making an application.
- 8 The admission of children with an Education, Health and Care plan is covered by different admission regulations. Following negotiation, once a school has been named, a place will be allocated for these children before considering other applications.

A In Year Admissions

- 1 Applications will always be made and normally be considered only for admission into the year group relevant to the child's age. Only in very exceptional circumstances would a request for admission into other year groups be considered on an individual basis at the time of application. Factors that may be considered in varying this approach include:
 - (i) where a child has previously been educated outside of their chronological year group within the UK;
 - (ii) where a child has previously had an agreed '**deferral**' for entry into Reception from the LA or another UK Local Authority;
 - (iii) where the child is from outside the UK and where an applicant can provide detailed and substantial evidence of the child's need to be educated in a year group other than their own. This will not include the variation of school starting ages in other countries.

Where none of the above apply, or where no variation is made by the LA, an applicant may, after being allocated a place, discuss their child's needs with the head teacher of the allocated school. The head teacher of the allocated school will make a decision, with regard to the LA's latest **Out of Cohort** guidance regarding the best educational provision in consultation with parents and other relevant professionals.

- 2 Separate guidance applies to requests for the deferred entry of summer born children into the reception year in a primary or infant school. Further guidance can be found in the [City of York Admissions Policy on Delayed and Deferred Admission to Primary School](#).
- 3 Parent/carers who wish to apply for a change of school for their child should apply no earlier than **20 school days** before the school place is required. Where a change of school is required due to relocation, a place may be allocated and taken up once the receiving school has been able to make suitable arrangements. However, where a change of school has been requested for other reasons and the child's current school is within a reasonable travelling distance, it is expected that the start date will be at the start of a new half term or other suitable day.
- 4 Applications can be made by York residents online at www.york.gov.uk/admissions or by completing a paper 'School admissions application for an in year change of school' form, which can be obtained from the School Admissions team. Applications made more than **20 schools days** before the school place is required will not be accepted and will be returned to the applicant and another application will have to be made. Applications must be completed in full to be accepted.
- 5 When making an application, parent/carers are advised to supply any additional information that may be required to the admission 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 social or medical needs which relate to the preferred school. Further guidance on additional information can be found in the [Guide for Parents](#).
- 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. Catchment areas are designated by the Local Authority and are made available to online

at www.york.gov.uk and upon request from the Education Support Services team.

- 7 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 the number of pupils that can be admitted in Reception, Year 1 and Year 2.
- 8 The availability of school places in the relevant class or year group at the applicant's preferred school(s) will be the primary factor in determining whether or not preferences are successful.
- 9 Although each school does have a **published admission number** – that is the number of places the school expects to offer – this number only applies for preferences submitted in the year of entry. The year of entry is Reception for primary and infant schools, Year 3 for junior schools and Year 7 for secondary schools. Although a published admission number may help set class organisation in later years, decisions will be made primarily on class organisation and the number of places provided by school may be less than the published admission number.
- 10 Where it is determined by the admission authority that there is not an available place, this will be because it is the view of the admission authority that the admission of any additional pupil would **prejudice the provision of efficient education or the efficient use of resources**.
- 11 Where there is an available space and there are no other applications for this place, the place will be offered to the applicant.
- 12 Where there is an available space and there are more applications for a place than places available, priority is given to certain categories of children according to the oversubscription criteria which are listed in [Section B](#) of this policy.

- 13 A place may be refused even if the numbers on roll in the relevant year group are lower than the published admission number. Places may also be refused if the numbers on roll in the whole school mean the admission of an additional child would be detrimental to the provision of efficient education or the efficient use of resources.
- 14 If there are no available places in a preferred class or year group, places may not be offered, particularly if another school could reasonably be offered. Applicants may therefore wish to contact schools in advance to see if places are available or seek the advice of the School Admissions team by email education@york.gov.uk, online at www.york.gov.uk/admissions or by calling 01904 551 554.
- 15 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.

B Oversubscription criteria

Some schools will be oversubscribed – that is where there are no available places in the preferred class or year group. Preferences for oversubscribed classes or year groups will normally be refused.

Where there is an available space and more applications for a place than places available, 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 currently or have previously been, in the care of a local authority; all children who have been adopted from local authority care, subject to an adoption, residence or special guardianship order; and all children who appear to have been in state

care outside of England and ceased to be in state care as a result of adoption, residence or special guardianship order;

It is the responsibility of parent/carers, or the child's social worker to provide the information to the admission authority that this criterion applies.

- 2 Children who live within the catchment area normally served by the preferred school, with a sibling at the preferred school at the time of admission.** Catchment areas are designated by the Local Authority and are made available to parent/carers online at www.york.gov.uk, and upon request from the Education Support Services team. Siblings are defined as brothers or sisters living in the same house, as their primary place of residence (including half-, step- and foster-brothers or sisters);

The LA uses the address provided in the application, and using GIS software, determines which catchment area an address, and therefore a child, resides in. This address must be the address at which the child is ordinarily resident. Further detailed advice on addresses is contained within the [Guide for Parents](#).

It is the responsibility of parent/carers to include with their application the name of any sibling(s) where this criterion applies for checking by the LA.

- 3 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 online at www.york.gov.uk, and upon request from the Education Support Services team;

The LA uses the address provided in the application, and using GIS software, determines which catchment area an address, and therefore a child, resides in. This address must be the address at which the child is ordinarily resident. Further detailed advice on addresses is contained within the [Guide for Parents](#).

- 4 Children considered by the admission authority to have exceptional social or medical needs which makes the preferred school the most suitable school for the child.** The admission 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;

It is the responsibility of parent/carers to provide the additional information where they believe this criterion applies. To be given priority on this basis, the admission authority would have to be satisfied that the child's needs were such that the preferred school would be the most suitable school for the child.

Admissions officers defer these considerations and decisions to a panel of children's services officers, in areas such as safeguarding and education social care. This 'Exceptional Social and Medical (ESM) Panel' considers any documentation provided by parent/carers and assesses whether these needs are 'exceptional' in nature. Admissions officers have no decision-making role in this process and only identify those applications to be considered by the ESM Panel and request further information from parent/carers. Those applications with supporting information that the ESM Panel determines are 'exceptional' would have to be where only the preferred school could meet the child's need.

- 5 Children with a sibling 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-, step and foster-brothers or sisters);

It is the responsibility of parent/carers to include with their application the name of any sibling(s) where this criterion applies for checking by the LA.

- 6 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 closest entrance of the school.

Distances are measured using a system of walking routes rather than straight line distances to better reflect the length of the journey from home to school. Within a contiguous urban area these routes are those that are properly paved and lit alongside roads and other walkways and do not include the York outer ring road. Outside a contiguous urban area, for example for applications from outside the City of York area, these distances continue to be measured along the road network.

Where there are fewer places than children in an oversubscription priority as above, in order to decide to whom places will be allocated, the following tie-breakers will be applied:

- first, to the child(ren) who also fulfil the next highest priority;
- second, to the child(ren) living closest to the school as defined in priority 6;
- and third, if the measurement of the distance from home to school above does not distinguish between two or more applicants with equal priority, random allocation will be used as the final tie-breaker, and independently verified.

Where the application of the above would lead to a place being made available for a child of multiple birth, but not their sibling(s), we will work within the Admissions Code in order to make a place available for the sibling(s) wherever reasonably possible.

For example, for two children who are both resident in the catchment area without a sibling on roll at the time of admission and are thus assigned the same (third) priority, the place would first be allocated to the child who also fulfils the next highest priority, for example, an exceptional social or medical need (fourth priority) over a child who lives closer to the school (sixth priority).

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 Education Support Services team to request the correct appeal form. Appeals are scheduled by the Appeal Clerks in line with the School Admissions Appeal Code 2022.
- 2 Applicants will only be able to appeal once for a place at a given school in any one school year, unless there is a major change in circumstances of the applicant or 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 Fair Access

If a place cannot be offered at a school named as a preference, and the pupil could be considered eligible to be considered under the Fair Access Protocol, the application may be referred to a Behaviour and Attendance Partnership who will consider the application.

F Waiting List

- 1 A waiting list will be compiled for each oversubscribed school for all unsuccessful preferences and kept **until the end of the current school year**, at which time the waiting list will be reset.

Should applicants wish to remain on a waiting list for a future school year, they should submit a new application once applications are open from mid June or **20 school days** before the end of the current school year, and preferably by no later than **05 July**.

- 2 Each waiting list will contain all the unsuccessful preferences, and ranked in accordance with the relevant oversubscription criteria for that school according to the applicant's **current circumstances** where these circumstances have been provided to the admission authority.
- 3 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.
- 4 The admission authority for each school shall, should a place become available whilst the waiting list is in operation, **make the LA aware of the available place so that the LA can offer the place** to the applicant on the top of the waiting list. Applicants should be given a reasonable period of time to make a decision as to whether they wish to accept the place.

G Contact details for correspondence

City of York Council Education Support Services
West Offices,
Station Rise,
York YO1 6GA
01904 551554
education@york.gov.uk

H City of York Community and Voluntary Controlled Schools

Carr Infant (Community, 5-7)
Clifton Green Primary (Community, 5-11)
Copmanthorpe Primary (Community, 5-11)
Dringhouses Primary (Community, 5-11)
Elvington CE Primary (Voluntary Controlled, 5-11)
Fishergate Primary (Community, 5-11)
Headlands Primary (Community, 5-11)
Huntington School (Community, 11-18)
Joseph Rowntree School (Voluntary Controlled, 11-18)
Lord Deramore's Primary (Voluntary Controlled, 5-11)
Naburn Primary School (Voluntary Controlled, 5-11)
Ralph Butterfield Primary (Community, 5-11)
St Barnabas' CE Primary (Voluntary Controlled, 5-11)
St Mary's CE Primary (Voluntary Controlled, 5-11)
St Oswald's CE Primary (Voluntary Controlled, 5-11)
St Paul's CE Primary (Voluntary Controlled, 5-11)
Stockton on the Forest Primary (Community, 5-11)
Westfield Primary Community (Community, 5-11)
Wigginton Primary (Community, 5-11)
Yearsley Grove Primary (Community, 5-11)

[View school contact details](#)

School details correct at the time of update

Out of Cohort?

Guidance on educating children out of
their chronological cohort

Last Updated – July 2023

Last Approved – January 2022

Introduction:

- 1 The purpose of this policy paper is to provide best practice guidelines in respect of pupils being educated in a year group different to that of their normal age group – Normal age group means the year group the child would have been in had they entered school in the September following their 4th birthday. Expectations of good practice are based upon the belief that it is in the child's best interests to be educated alongside their age equivalent peers with an appropriate level of differentiation. The responsibility for addressing individual needs lies with the school through an appropriate differentiated/enriched curriculum.
- 2 It should only be necessary in very exceptional circumstances for a pupil to be moved from their chronological age group. In no instance should this be more than a single National Curriculum year.
- 3 A child will be placed in their year group accordingly to their date of birth. We do not take into account the varying educational school systems when moving from another country or abroad.
- 4 Within City of York Local Authority, once an out of cohort is agreed with our Admissions Team, this is maintained until the end of Year 11 of the new year group.

A Principles of Inclusive Practice:

- 1 Inclusion is about the quality of children's experiences; how they are helped to learn, achieve and participate fully in the life of the school. It requires positive attitudes towards children who have difficulties in school, responsiveness to individual needs and a willingness amongst all staff to play their part.

- 2 The placement of a child or young person out of their normal year group should not be viewed as a routinely appropriate strategy for meeting a pupil's needs.
- 3 The principles behind educational inclusion stress the importance of all pupils being educated alongside their peers. The responsibility for addressing individual needs lies with the school through an appropriately differentiated curriculum. Personalised learning is at the heart of ensuring that the provision is appropriate.
- 4 Children and young people with Special Educational Needs and Disability (SEND) will require additional support arrangements, which should be described in a My Support Plan, Individual Education Plan or through provision mapping.
- 5 The needs of the child or young person should be viewed holistically. The individual's social and emotional development and well-being should be considered alongside their educational needs.

B For the Pupil:

- 1 Pupils are seldom uniformly delayed in their development. If a pupil is put into a younger age group and a reduced set of general expectations are in place, then areas of strength are at risk of not receiving appropriate stimulation. Similarly, physical, emotional and social expectations are likely to be inappropriate.
- 2 Some summer born children present other challenges. This group may show lower levels of achievement and maturity, but normally this should be addressed within the class group through differentiation of the curriculum.
- 3 The consequences of 'making up' a year, if necessary in the future, can be very negative for the pupil. The alternative – delayed phase transfers, SATs, GCSEs and school-leaving status can also be problematic.

- 4 A pupil's physical maturity may make them conspicuous within a younger peer group, particularly during adolescence.
- 5 Pupils should be active participants in any decision about their education and should receive explanation about the issue at a level that enables them express their own preferences.

DRAFT

C For the School:

- 1 The decision to move a pupil out of their normal age group has implications for admissions when the next year is oversubscribed. This can make it difficult for a school to plan pupil numbers for the following year. They may also block places for pupils due to be admitted and for whom placement may be appropriate or necessary.
- 2 In schools where there is a regular practice of moving children out of their normal age group, staff should be alert to the fact that this may reflect issues in the school relating to curriculum differentiation.
- 3 If a SEND pupil is retained a year behind their chronological age the LA's statutory duty does not necessarily end at 19 years of age. Appropriate arrangements would need to be put in place for the pupil in consultation with the SEN Team.

D Decisions

- 1 In the case of **children with Education, Health Care Plans or a Statement of Special Educational Needs**, the decision to retain a pupil in a year group below their chronological age is made by the school/LA after recommendations through the Annual Review meeting after discussion with appropriate outside agencies. The recommendation needs to be supported with clear evidence of resources used to support the pupil in their chronological year group. The final decision will be made by the LA.
- 2 For children who **do not have an Education Health Care Plan or a statement of Special Educational Needs**, responsibility for deciding whether to retain a child in their normal age group rests with the head teacher and governing body. However, Schools and Governors should be mindful of guidance and advice, and be fully aware of the implications as outlined previously. The decision to take a pupil out of their peer group must never be taken lightly, and must be fully discussed with parents and other services, as appropriate.

3. Where a formal request is received for a child without an Educational Health Care Plan, the Admissions Authority will make a decision about what is best for the child, taking into account any information provided and the view of the school's headteacher and will provide a decision in writing. With regards to reception, the Government believes it is usually not in a child's best interests to miss the teaching that takes place during the reception year. If your request is refused, the admission authority should explain why they think it is in your child's best interests to start school in year 1.
4. If your request is agreed, this means that the admission authority has said your child can go to school out of their normal age group, if they are offered a place at that school.

When this happens you will need to:

- make a new application for a school place for the September after your child's fifth birthday
- withdraw the application you made for a school place for the September after your child's fourth birthday

It is possible the school will not be able to offer your child a place. If there are more applications than places available, places will be allocated in accordance with the oversubscription criteria for the school. This is why it is important to request admission out of the normal age group at all the schools you plan to apply for.

5. If your request is refused, you can either:
 - accept a school place you are offered for the September after your child's fourth birthday - your child will be admitted to the reception class
 - make an in-year application for your child to start school in year 1 in the September after their fifth birthday however we cannot guarantee that a place will be available

6. If you decide to accept the reception place following your child's fourth birthday, you can:
- request that your child attend part-time for part or all of the school year
 - delay your child's school start until later in the school year (but not later than the beginning of the summer term)

Any school place you were offered for the September after your child's fourth birthday will be lost if they do not take it up by the start of the summer term or the child's statutory school age.

If you decide to have your child start school in year 1 following their fifth birthday, it is important you make an in-year application. It is possible that the year 1 class will be full so you may need to think about making an application to more than one school.

7. If you transfer to another school or another Local Authority, you will need to ask an admission authority to admit your child out of their normal age group again if your child needs to transfer to another school.

This applies if your child is moving, or going to move:

- from an infant to a junior school
- from a primary to secondary school
- to a new area and is changing schools

You should make this request alongside an application for a school place.

If applying to secondary school, you will need to ask the admission authority of your preferred schools to agree for your child to continue being educated outside of their normal age group. Within City of York Local Authority, once an out of cohort is agreed, this is maintained until the end of Year 11 of the out of cohort year group.

If you need to make an out of cohort request, you should do this before the normal admissions round closes for your child's normal age group. This will be on 31 October of the year your child starts year 5, rather than year 6. This is so you know the outcome of the decision in time to submit an application for your child's normal age group, should your request be turned down.

In deciding what is best for your child, the admission authority will take into account that your child is currently being educated outside of their normal age group.

E. Appeals

- 1 If your request for delayed entry is refused, you have no statutory right to appeal this decision. The statutory admission appeals process does not cover a decision to refuse delayed entry to school.

F Contact details for correspondence

City of York Council Education Support Services
West Offices,
Station Rise,
York YO1 6GA
01904 551554
education@york.gov.uk

G City of York Community and Voluntary Controlled

Carr Infant (Community, 5-7)
Clifton Green Primary (Community, 5-11)
Copmanthorpe Primary (Community, 5-11)
Dringhouses Primary (Community, 5-11)

Elvington CE Primary (Voluntary Controlled, 5-11)
Fishergate Primary (Community, 5-11)
Headlands Primary (Community, 5-11)
Huntington School (Community, 11-18)
Joseph Rowntree School (Voluntary Controlled, 11-18)
Lord Deramore's Primary (Voluntary Controlled, 5-11)
Naburn Primary School (Voluntary Controlled, 5-11)
Ralph Butterfield Primary (Community, 5-11)
St Barnabas' CE Primary (Voluntary Controlled, 5-11)
St Mary's CE Primary (Voluntary Controlled, 5-11)
St Oswald's CE Primary (Voluntary Controlled, 5-11)
St Paul's CE Primary (Voluntary Controlled, 5-11)
Stockton on the Forest Primary (Community, 5-11)
Westfield Primary Community (Community, 5-11)
Wigginton Primary (Community, 5-11)
Yearsley Grove Primary (Community, 5-11)

[View school contact details](#)

School details correct at the time of update

H Other admission authorities who have adopted this

Academy Trust of Ebor Academy Trust, York
Academy Trust of Hope Sentumu Learning Trust, York
Academy Trust of Pathfinder Multi Academy Trust
Academy Trust of South Bank Academy Trust
Academy Trust of South York Multi Academy Trust
Academy Trust of Nicholas Postgate Catholic Multi Academy Trust
Academy Trust of TEAL

This page is intentionally left blank

Reception Published Admission Number				Year 7 Published Admission Number			
Community and Voluntary Controlled Primary and Infant Schools	Current (2023/24)	Previously Determined (2024/25)	Proposed (2025/26)	Community and Voluntary Controlled Secondary Schools	Current (2023/24)	Previously Determined (2024/25)	Proposed (2025/26)
2003 Carr Infant	60	60	60	4063 Huntington School	239	239	239
2018 Clifton Green Primary	60	60	60	4508 Joseph Rowntree School	232	232	210
2013 Copmanthorpe Primary	60	60	60	Voluntary Aided and Academy Secondary Schools			
2007 Dringhouses Primary	45	45	45	4702 All Saints RC School	178	178	178
3152 Elvington CE Primary	20	20	20	4500 Archbishop Holgate's CE School	300	300	300
2008 Fishergate Primary	45	45	45	4153 Fulford School	300	300	300
2241 Headlands Primary	45	45	45	4602 Manor CE Academy	240	240	240
3158 Lord Deramore's Primary	30	30	30	4229 Millthorpe School	212	210	210
3159 Naburn CE Primary	12	12	12	4000 Vale of York Academy	150	150	150
2014 Poppleton Road Primary	60	60	60	4001 York High School	180	150	150
2058 Ralph Butterfield Primary	50	50	50	Total Year 7 places available			
3002 St Barnabas' CE Primary	30	30	30		2031	1999	1977
3222 St Mary's CE Primary	15	15	15	Year 12 'External' Published Admission Number			
3156 St Oswald's CE Primary	45	45	45	Community and Voluntary Controlled Secondary Schools	Current (2023/24)	Previously Determined (2024/25)	Proposed (2025/26)
3003 St Paul's CE Primary	28	28	28	4063 Huntington School	30	30	30
2227 Stockton on the Forest Primary	15	15	15	4508 Joseph Rowntree School	30	30	30
2017 Westfield Primary	80	80	80	Voluntary Aided and Academy Secondary Schools			
2240 Wigginton Primary	40	40	40	4702 All Saints RC School		35	35
2015 Yearsley Grove Primary	60	60	60	4500 Archbishop Holgate's CE School	40	40	40
Voluntary Aided and Academy Primary Schools				4153 Fulford School	35	35	35
2000 Acomb Primary	45	45	45	Total 'external' Year 12 places available			
2431 Badger Hill Primary	30	30	30		170	170	170
2386 Bishopthorpe Infant	50	50	30				
2024 Burton Green Primary	30	30	30				
2430 Clifton with Rawcliffe Primary	90	90	90				
3151 Dunnington CE Primary	30	30	30				
2009 Haxby Road Primary Academy	45	45	45				
2001 Hempland Primary	60	60	60				
3302 Heworth CE Primary	20	20	20				
2028 Hob Moor Primary	45	45	45				
2180 Huntington Primary	60	60	60				
2011 Knavesmire Primary	60	60	60				
2428 Lakeside Primary	45	30	30				
2021 New Earswick Primary	30	30	30				
2176 Osbaldwick Primary	45	45	45				
3904 Our Lady Queen of Martyrs Primary	60	60	60				
2012 Park Grove Primary	40	40	40				
2029 Poppleton Ousebank Primary	60	60	60				
3212 Robert Wilkinson Primary Academy	75	75	75				
2349 Rufforth Primary	15	15	15				
2016 Scarcroft Primary	60	60	45				
2169 Skelton Primary	20	26	26				
3401 St Aelred's RC Primary	30	30	30				
3402 St George's RC Primary	30	30	30				
2020 St Lawrence's CE Primary	30	30	15				
3403 St Wilfrid's RC Primary	40	40	40				
2429 Tang Hall Primary	30	30	30				
3380 Wheldrake CE Primary	30	30	30				
2027 Woodthorpe Primary	60	60	60				
Total Reception places available							
	2065	2056	2006				
Year 3 Published Admission Number							
Community and Voluntary Controlled Junior Schools	Current (2023/24)	Previously Determined (2024/25)	Proposed (2025/26)				
3229 Archbishop of York's CE Junior	60	60	45				
2002 Carr Junior	90	60	60				
Total Year 3 places available							
	150	120	105				

This page is intentionally left blank