**Notice of a public meeting of**

**Decision Session - Combined Executive Member Decision Session**

**To:** Councillors Douglas, Webb, Kent, and Pavlovic

**Date:** Tuesday, 27 January 2026

**Time:** 10.00 am

**Venue:** West Offices - Station Rise, York YO1 6GA

## AGENDA

**Notice to Members – Post Decision Calling In:**

Members are reminded that, should they wish to call in any item* on this agenda, notice must be given to Democratic Services by **4:00pm on Tuesday, 3 February 2026.**

*With the exception of matters that have been the subject of a previous call in, require Full Council approval, or are urgent which are not subject to the call-in provisions, any items that are called in will be considered by the Corporate Scrutiny Committee.

Written representations in respect of items on this agenda should be submitted to Democratic Services by **5:00pm on Friday, 23 January 2026.**

**1. Appointing a Chair**

To confirm arrangements for chairing the meeting as follows:

Councillor Douglas, Leader of the Council and Executive Member for Policy, Strategy and Partnerships – Agenda items 1-6.

Councillor Kent, Executive Member for Environment and Climate Emergency – Agenda item 7.

Councillor Webb, Executive Member for Children, Young People and Education – Agenda items 8-9.

Councillor Pavlovic, Executive Member for Housing, Planning and Safer Communities – Agenda items 10-14.

**2. Apologies for Absence**

To receive and note apologies for absence.

**3. Declarations of Interest** (Pages 7 - 8)

At this point in the meeting, Members and co-opted members are 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].

**4. Minutes** (Pages 9 - 16)

To approve and sign the minutes of the Combined Executive Member Decision Session held on 2 December 2025.

**5. 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 are set as 2 working days before the meeting, in order to facilitate the management of public participation at our meetings. The deadline for registering at this meeting is 5:00pm on Friday, 23 January 2026.

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.

**6. Communications and Engagement Strategy** (Pages 17 - 52)

This report sets out the recommendations to adopt the corporate communications and engagement strategy which outlines how the council will communicate effectively with its core audiences.

**7. York Walls in Bloom** (Pages 53 - 74)

This report seeks approval for proposals to adapt how the ecology of the Bar Walls ramparts is managed to promote sustainability, biodiversity, and community engagement.

**8. Admissions Arrangements for the 2027/28 School Year** (Pages 75 - 468)

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 2027.

**9. Annual Childcare Sufficiency Assessment 2025: Setting Analysis of the Childcare Market Across the City of York** (Pages 469 - 516)

This report provides an update on how City of York Council is meeting its statutory duty to secure sufficient early years and childcare provision for children aged 0 – 14 years (and up to 18 years for children with SEND).

**10. Housing Tenancy Policy and Strategy** (Pages 517 - 578)

It is a legal requirement for Local Housing Authorities to publish a Tenancy Strategy under the Localism Act 2011. The Tenancy Strategy sets expectations for all social landlords in the city to take into account in their Tenancy Policies. This report outlines the proposed Tenancy Policy and Strategy for the City of York.

**11. Antisocial Behaviour Policy** (Pages 579 - 622)
This report seeks approval of a revised Anti-Social Behaviour Policy.

**12. Damp and Mould Policy** (Pages 623 - 654)
This report seeks approval of a Damp and Mould Policy for City of York Council's housing stock.

**13. Neighbourhood Improvement Programme 2025/27** (Pages 655 - 668)
This report provides an update on the Housing Neighbourhood Improvement Programme (NIP) and seeks approval to engage members and communities in proposals for spending NIP annual funding, and approval of NIP HRA funded projects and expenditure as outlined in the report.

**14. Urgent Business**
Any other business which the Chair considers urgent under the Local Government Act 1972.

Democracy Officer:
Reece Williams

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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.

## Alternative formats

**If you require this document in an alternative language or format (e.g. large print, braille, Audio, BSL or Easy Read) you can:**

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**We can also translate into the following languages:**

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)**

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**Agenda Item 1**

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

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City of York Council Committee Minutes

| | |
|---|---|
| Meeting | Decision Session - Combined Executive Member Decision Session |
| Date | 2 December 2025 |
| Present | Councillors Pavlovic and Lomas |
| Officers in Attendance | Michael James – Head of Communications and Engagement<br>Garry Taylor – Director of City Development<br>Laura Williams – Assistant Director (Customer and Communities)<br>Guy Hanson – Design and Conservation Manager<br>Becky Eades – Head of Planning and Development Services |

**46. Appointing a Chair (10:32am)**

Resolved: That item 8 would be presented first in the running order and Councillor Lomas would therefore chair the meeting for items 1-5 and 8; Councillor Pavlovic for items 6-7, 9.

**47. Apologies for Absence (10:32am)**

There were no apologies for absence received.

**48. Declarations of Interest (10:32am)**

The Executive Members were invited to declare any personal interests not included on the Register of Interests, any prejudicial interests, or any disclosable pecuniary interests that they might have in respect of business on the agenda. None were declared.

**49. Minutes (10:33am)**

Resolved: That the minutes Combined Executive Member Decision Session on Tuesday, 4 November 2025 be approved as a correct record.

## 50. Public Participation (10:33am)

It was noted that there had been one registration to speak at the meeting under the Council's Public Participation Scheme.

Cllr Vassie spoke on item 7, acknowledging that there was a need for preservation, but he felt that the report was focused on restrictions to what people can do with their properties. He suggested that more balance was required to consider climate change and thermal efficiency. He asked for the full text of Historic England's advice note 18 to be incorporated in full rather than "tucked away".

## 51. City of York Council Annual complaints performance and service improvement report April 2024 to March 2025 (10:44am)

This report was presented by the Assistant Director, Customer and Communities on behalf of the Information Governance and Feedback Team Manager.

She noted that the report gave an overview of how complaints, compliments, comments, and concerns raised with CYC have been handled over the reporting period April 2024 to March 2025.

She explained that this was being shared with the Executive Member to enable effective scrutiny, to drive continuous service improvement and to ensure accountability.

She reported that the Local Government and Social Care Ombudsman (LGSCO) had not raised any systemic concerns regarding CYC's complaints handling for the second year running, although they had investigated the complaints themselves; of the 53 cases received, 50 had been concluded during the reporting period, demonstrating active engagement with the issues. 7 cases were upheld after a detailed investigation, and in each of these cases the council implemented all required remedies in a timely manner.

She advised that the team dealing with complaints had been moved across to the customer services directorate in a recent restructure, and coinciding with this there had been an explicit push to reduce avoidable complaints by improving customer experience and early resolution through clearer communication, planning and attention to detail.

She requested the Executive Member note the performance details contained within the covering report and annex, and to note the outcomes of the LGSCO, the Housing Onwards service cases and the published performance data.

Further to guidance from the LGSCO that all local authorities have a member responsible for complaints within Housing, the Executive Member asserted that he was currently the member responsible for complaints within his own Housing and Communities portfolio, and as of May he would be responsible for complaints across the whole authority, in every department.

The Executive Member noted several minor errors in calculations/figures that he requested be reviewed by the report's author prior to publishing, and he therefore asked the Assistant Director, Customer and Communities to discuss this with the Information Governance and Feedback Team Manager.

Subject to these checks and corrections being undertaken before publishing, the Executive Member

Resolved:

i. To note the performance details contained in the covering report and annexes.

ii. To note the outcomes of the Local Government and Social Care Ombudsman (LGSCO) and Housing Ombudsman Service (HOS) cases and published performance data.

Reason: So that Members and residents are provided with the LGSCO and HOS reports and findings to enable them to scrutinise complaints, comments, compliments and concerns to improve service delivery and ensure transparent, robust decision-making processes.

**52. Historic Windows Planning Design and Conservation Advice Note (10:49am)**

This report was presented by the Design and Conservation Manager, assisted by the Head of Planning and Development Services.

The Design and Conservation Manager explained the council's policy on windows, as set out in the report, and explained that the report was

intended to be an easy reference guide to assist both residents in historic buildings and also council planning officers .

He stressed that setting out what permissions are required in different circumstances was intended to come across informative and helpful, not negative or prescriptive, as had been inferred by the speaker in public participation.

He advised that the guidance was brief (six pages) and provided links to supporting information from Historic England. The guidance identified six types of works concerning historic windows and gave general best practice guidance for each; these areas were painting, repairing, adding secondary glazing, replacing glazing, replacing windows on listed buildings, and changing windows on non-listed building within a conservation area.

The Head of Planning and Development Services responded to speakers comments in public participation, stating that this item concerned the council's duty of care to comply with guidance in conservation areas and with listed buildings, ideally to pre-empt getting into a position involving appeals and enforcement. While climate change and energy efficiency were also of concern, these was not the focus of this item.

The Executive Member asked about the scenario set out in paragraph 16 of the report (concerning the replacement of traditional historic windows with double/triple glazed, not in a listed building but in conservation area), asking how this process would happen in practice.

The Design and Conservation Manager said that while permissions varied on specific properties, four panes in white (double/triple glazed) replacing four panes in white (original single glazed) tended to be fine, as outlined in the guidance; however, wanting to change the same window to eight panes or black frames would almost certainly be a situation necessitating permission from the local authority.

The Executive Member thanked officers for clarifying that "like for like" was visual and could include swapping single glazed to double or triple glazed panels.

The Executive Member acknowledged Cllr Vassie's comments in public participation, agreeing that climate change was also a very important concern, but the points raised were more likely to be addressed as part of a Climate Change Supplementary Planning Document and not as part of this item. He stated that he would be happy to work with Cllr Vassie on this SPD or elsewhere as he was aware of the Councillor's expertise in this area.

He commended officers for producing this style of guidance, and encouraged more like this in the future to assist residents and officers. He then

Resolved: To publish the “Historic Windows. Planning, Design and Conservation Guidance Note” on the council’s web site.

Reason: To assist the public and enable efficient delivery of council services.

Resolved: To delegate to the Head of Planning and Development Services the approval of any future review of this guidance, and subsequent editing and re-publication, necessary from time to time to ensure it is kept up to date.

Reason: To ensure guidance is kept up to date with national policy and enable efficient delivery of council services.

## 53. Advertising/Bus Shelter Contract Update (10:37am)

This report was presented by the Head of Communications and Engagement, assisted by the Director of City Development.

He explained that the report covered the ongoing handover of the bus shelter advertising concession contract; the proposed change from one company to another necessitated removal of the old provider’s shelters and installation of the new provider’s shelters.

For residents’ convenience and safety, a coherent plan had been drawn up between the council and the two suppliers to ensure removal and replacement did not leave people without a shelter for a protracted period. The decision being presented called for an extension of this arrangement. Specifically, to approve the new Service Level Agreement with the incumbent supplier with a long stop date of the end of October 2026.

The Executive Member asked why the changeover process for the bus shelters was taking such a long time. The Head of Communications and Engagement answered that the changeover process was complex to arrange, having encompassed the design of new shelters specifically for York. Some items had also been discovered in the ground underneath shelters being removed, such as a gas main on Tadcaster Road. They were working at a steady pace, with weekly review meetings involving both the incumbent and new supplier.

The Executive Member asked whether the cost of the scheme had been factored into the council's ongoing process of managing and monitoring the budget, regarding additional costs and unmet income targets.

The Director of City Development answered that the cost to date was in the reported outturn budget previously presented to the Executive, and the additional costs would be in the next outturn.

The Executive Member noted that this transparency was important within the council's financial planning, and requesting that a further point (point iv) be added in addition to officer's recommendations, on which basis she

Resolved:

i. To approve the new SLA with the incumbent supplier for a period of 10 months commencing on 1 January 2026 and expiring at 23:59:59 GMT on 31 October 2026, to allow the installation plan to be completed.

ii. To delegate authority to the Director of City Development in consultation with the Director of Governance and the Head of Procurement to negotiate and conclude the proposed SLA in accordance with the terms and conditions of the current concession contract with the incumbent supplier and the Council's Contract Procedure Rules under Appendix 11 of the Council's Constitution (the "Council's CPRs").

iii. To delegate authority to the Director of City Development in consultation with the Director of Governance and the Head of Procurement to negotiate and conclude any further required modifications and/or further extensions to the SLA, if deemed necessary to ensure the successful completion of the installation plan in accordance with the terms and conditions of the current concession contract with the incumbent supplier (PROVIDED THAT any modifications and/or further extensions to the SLA are subject to consultation with the Executive Member before completion).

iv. To ask that officers provide regular progress updates, including a report to a public decision session in Summer 2026.

Reasons: The concession contract with the incumbent supplier dated 15 July 1999 expired on 31 December 2024, and the previous 12-month SLA with the incumbent supplier expires on 31

December 2025. Following Executive Member approval, the current contract mechanism of an SLA will be replicated to cover the completion of the installation plan.

The proposed extension to the current SLA is in line with the original concession contract and can be varied subject to agreement with the incumbent provider.

While officers are engaging in a regular review process, presenting updates in a public forum allows full transparency.

Cllrs Lomas and Pavlovic, Chairs
[The meeting started at 10.02 am and finished at 10.33 am].

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|---|---|
| **Meeting:** | Combined Executive Member Decision Session |
| **Meeting date:** | 27 January 2026 |
| **Report of:** | Garry Taylor, Director of City Development |
| **Portfolio of:** | Councillor Douglas, Leader of the Council and Executive Member for Strategy, Policy and Partnerships |

# **Decision Report:** Communications and Engagement Strategy

## Subject of Report

1. The corporate communications and engagement strategy outlines how the council will communicate effectively with its core audiences. This includes residents, businesses, partners community groups and stakeholders.

2. The aim of the strategy is to support the delivery of the council's core commitments, corporate priorities and to ensure inclusivity, accessibility and to build confidence in the council's delivery.

3. The strategy seeks to ensure a clear focus for how communications and engagement supports the council's work and priorities, drawing on successes and lessons learned.

## Benefits and Challenges

4. Effective communication and engagement supports the council to undertake its functions in a number of key ways.

   a) **Policy development** – by giving people opportunities to contribute and for the council to listen, learn and act.
   b) **Delivery of services** – by ensuring people have the information they need about how to access services.
   c) **Community cohesion and our civic society** – by helping to build trust and positive relationships with residents, businesses, partners and stakeholders.
   d) **Responding to emergencies** – as part of the council's duty to warn and inform under the Civil Contingencies Act and lead or support incident communications, with a 24/7 service.
   e) **Long-term ambitions for the city** – through an effective story of our place as somewhere to invest, work and live.
   f) **Supports behaviour change** – to prompt residents or businesses to think or act differently to support the long-term goals of the city, as set out in the council plan and city-wide long-term strategy.
   g) **Innovation, productivity and long-term transformation** – helping the organisation to continue to meet its financial challenges by prompting efficient and effective service delivery.

   Not having a strategy in place means the council does not design and deliver communications and engagement activity to have the best impact for the organisation and the city it serves.

## Policy Basis for Decision

5. The strategy aligns communications and engagement activity with the council plan, the long-term strategy for the city (known as York 2032 and covering the ten-year strategies and the ten-year city plan), and the council's core commitments.

6. Details of how it supports each of these are set out within the strategy document.

## Financial Strategy Implications

7. There are no direct financial implications of the strategy. Expenditure on communications or engagement activity – beyond core funded posts within the service – is funded through individual service budgets, where this activity can have a demonstrable benefit on supporting a particular service outcome, a saving or efficiency, or to support access to that service.

8. Some communications activity is directly linked to services seeking greater efficiencies, e.g. encouraging residents to take particular actions where this has a financial saving for the council.

## Recommendation and Reasons

9. The Leader of the Council is asked to adopt the communications and engagement strategy, to ensure:

   a) The council can use its communications resources in the most effective way to support the organisation's priorities and ambitions; and
   b) To ensure the council focuses on relevant communication and engagement with all communities across the city in a fair and equitable way.

## Background

10. In the early part of 2025 an audit review was carried out of the communications function, reporting at the end of May. This outlined key recommendations, including the need for a clear and coherent strategy to shape the authority's communications activity. The audit report and action plan was discussed at Corporate Scrutiny in October 2025.

11. During summer 2025 a new strategic approach to communications delivery has been designed and trialled, linking to industry best practice and with due regard to existing priorities and policies of the council. The communications and engagement strategy seeks to embed these approaches to continue this work.

12. The strategy sets out an approach to deliver consistency for how communications and engagement is applied and delivered, covering issues such as the use of the City of York Council brand,

and the application of government communications industry standards. It is designed to deliver the following.

a) Ensuring communications content is aligned to the council's priorities.
b) An overview of how the service will deliver this work during the period of the strategy, with an indicative timeline.
c) Appendices to cover issues such as the media protocol and our approaches to managing council-owned digital channels.

## Consultation Analysis

13. The strategy was presented to Corporate Scrutiny in October 2025. A number of amendments were made to the draft strategy in response. These included the following.

a) A greater recognition of non-digital audiences – during the period of the strategy the council will explore options for the reinstatement of some form of printed news and services update; albeit funding would need to be confirmed. Other options include consideration of printed channels provided by others and making the best use of advocates through the work set out in the strategy on seldom heard voices.
b) A focus on content that directly supports customer services priorities through the development of a joint annual plan that now forms part of the strategy.
c) Channel mapping to include a focus on channels specifically to reach younger audiences.

## Organisational Impact and Implications

14. A review of key implications is as follows.

**Financial**
There are no direct financial implications. A coordinated programme of communications will support the activity linked to service transformation, designed to help deliver long-term savings. It also includes work to support long-term investment in the city, in partnership with other key organisations.

**Human Resources**
Alongside the remit of the strategy, a coordinated approach for workforce communications is also underway. This focuses on how to use communications to directly support the outcomes of the Workforce Development Plan and long-term transformation work.

**Legal**
There are no direct legal implications. The strategy does, however, include reference to the management of our social media channels where content posted by others may bring risks around legal issues such as defamation or contempt of court. Legal services had been consulted on the minor amendments to the social media policy.

**Procurement**
There are no direct procurement implications.

**Health and wellbeing**
The communications service directly support the organisation's delivery of targeted health support, through its work with Public Health. This strategy seeks to further support this work, through the development of more effective community advocates and ensuring we are engaging with seldom heard voices.

**Environment and climate action**
The strategy sets out a clear focus on climate as one of the key narratives running through our communications and engagement activity. It seeks to raise awareness of the work being undertaken around this priority, and to support residents and businesses to deal with the impact of climate change on the city.

**Affordability**
The strategy includes a focus on developing better community advocates, more effective mapping of seldom heard voices and close work between the communications team, communities and customer colleagues. This will directly help to support those in communities for whom affordability and access to services is an issue.

**Equalities and human rights**
An equalities impact assessment has been completed and demonstrates the overall positive contribution this strategy makes to how the organisation communicates with – and listens to – a range of different audience groups across the city.

**Data protection and privacy**
The data protection impact assessment (DPIAs) screening questions were completed for the recommendations and options in this report and as there is no personal, special categories or criminal offence data being processed to set these out, there is no requirement to complete a DPIA at this time. However, this will be reviewed following the approved recommendations and options from this report and a DPIA completed if required.

**Economy**
Effective communications and engagement directly supports the work of the council to help business and sustainable housing growth. The strategy focuses on transport and growth as key areas of focus for the work of the communications and engagement team during the period of the strategy. This supports the local economy directly (through the provision of information about transport services) and indirectly (through an ongoing narrative of the opportunities available in the city for new business investment).

## Risks and Mitigations

15. Political – there are risks around the role of corporate communications operating within a political landscape: the communications strategy, including the approach for the media protocol, ensures the organisation can work within the Local Government Code of Recommended Practice on Local Government Publicity and to national standards for communications, evaluation and issues such as behaviour change.

16. Economic – there are risks around the economic landscape impacting on residents and businesses within the city: the strategy includes a focus on transport and growth, alongside work to develop better partnerships with key organisation's communications teams across the city, to ensure a coordinated approach to using communications to support the local economy.

17. Social – there are growing risks around mis- and dis-information, and community cohesion: the service supports a 24/7 response for emergency incidents, and the strategy is designed to support effective community cohesion through engagement helping to ensure effective policy decisions. Further work is needed around the issue of dis- and mis-information, in line with emerging best practice from organisations such as the Local Government Association.

18. Technological – there are risks around ensuring we can respond to a changing media landscape, leaving the organisation unable to respond to issues in a timely and effective way. The strategy includes a focus on channel mapping – an ongoing process – and building more effective advocates to help navigate these challenges.

19. Legal: there are risks around media law, such as defamatory comments on our social media channels. The strategy includes a specific section around the management of social media channels. Mis- and dis-information remains an ongoing challenge and we will seek to work with others - through local and national partnerships - to meet this challenge.

## Wards Impacted

20. All.

# Contact details

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

## Author

| | |
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| **Name:** | Mike James |
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| **Report approved:** | Yes |
| **Date:** | 17/12/2025 |

## Co-author

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| **Report approved:** | Yes |
| **Date:** | 17/12/2025 |

## Background papers

Corporate Scrutiny Committee – 01/10/2025: https://democracy.york.gov.uk/ieListDocuments.aspx?CId=1117&MId=15433

## Annexes

Annex A: Communications and Engagement Strategy

### Appendices

Appendix A: A note on channel mapping
Appendix B: A note on service risks
Appendix C: News desk and media protocol
Appendix D: Social media guidance

**ANNEX A**

# Communications and Engagement Strategy 2026-2027

## 1. Introduction

City of York Council is committed to delivering clear, transparent, and engaging communication that align with its four core commitments set out in the Council Plan, 2023-2027, *One City for All*:

- Equalities and Human Rights
- Affordability
- Climate
- Health

This strategy outlines how the council will communicate effectively with residents, businesses, partners, community groups and stakeholders to support its core commitments, corporate priorities and ensure inclusivity, accessibility, and trust. It sets out how we embed principles of engagement into the corporate communications service and how we use communications to support the organisation's workforce priorities.

## 2. Vision and ambition

By 2027 we want the council's communications and engagement function to be seen as good practice nationally, and to be trusted locally by residents, business, key partners and the workforce. To do this we need to continue the focus on storytelling and audience insight to drive our proactive work, directly linked to the delivery of the council's strategic ambitions.

## 3. The role of the communications service within the council

Meaningful communication and engagement is central to the work of the council. It supports the following.

- **Policy development** by giving people opportunities to contribute and for the council to listen, act and learn.
- **Delivery of services** by ensuring people have the information they need about how to access services.
- **Community cohesion and our civic society** by helping to build trust and positive relationships with residents, businesses, partners and stakeholders.
- **Responding to emergencies** – as part of the council's duty to warn and inform under the Civil Contingencies Act and lead or support incident communications, with a 24/7 service.

**ANNEX A**

- **Long-term ambitions for the city** through an effective story of our place as somewhere to invest, work and live.
- **Support behaviour change** – to prompt residents or businesses to think or act differently to support the long-term goals of the city, as set out in the council plan and city-wide long-term strategy.
- **Innovation, productivity and long-term transformation** through strategic workforce communications, helping the organisation to continue to meet its financial challenges. This also supports our external communications by creating advocates for external messages from within our own workforce. Over 70% of colleagues live within the city.

## 4. Public service communications standards

The way we approach our communications and engagement will be driven by industry standards for government communications. This means we will use Government Communication Service (GCS) frameworks for campaign planning, evaluation and to support behaviour change. A programme of supporting training and learning for the team, based on these standards, will be delivered during the period of this strategy.

- OASIS campaign planning framework (objectives, audience insight, strategy, implementation, scoring)
- GCS evaluation life cycle (measuring of outputs, outtakes and outcomes)
- EAST behaviour change framework (easy, attractive, social and timely communications)

To deliver effective engagement campaigns, the council will follow the LGA Future Conversations model. This encourages a two-way conversation with different audience groups to shape services that respond to residents' needs.

The communications and engagement function will support the wider corporate objective around our neighbourhood model. For example, the communications and communities teams will work in partnership to understand key advocates and ways of engaging within individual communities.

## 5. A consistent approach to our council's brand

Over recent years, the council has developed different logos or brands for individual services or partnerships. This makes it difficult for residents to know what the council is responsible for, and what it isn't.

**ANNEX A**

The approach doesn't support public understanding of the range of services and support delivered by the council.

It risks proactive and innovative work being seen as separate from the council, whilst leaving core activities – such as the payment of council tax – with the authority's brand.

City of York Council will build a clear, consistent and recognisable visual identify across all the services it delivers, in line with best practice seen by organisations such as the NHS and Transport for London.

There may be exceptions, however. For services that operate within an environment where there is commercial competition, a strong identity outside the core council brand is an important part of the business model. This includes services such as fostering and registrars.

As a general rule, however, we will in principle aim to avoid creating any new separate logos or brands for services run directly by City of York Council. For key partnerships we may wish to consider a joint visual identity. This will be a decision of the Head of Communications and Engagement, in discussion with the relevant Head of Service or Chief Officer.

During the period of this plan we will refresh the council's style guide – with an emphasis on accessibility – with the aim of starting the process of a roll-out of updated guidance throughout the organisation.

## 6. A consistent approach to our tone of voice

In our public-facing communications and engagement we will have due regard for the council's existing managing customer relations policy and the poverty truth commission charter. This sets out how we will be respectful, friendly, honest and responsive. This includes when responding to social media posts.

In council-owned communication channels – including our social media and e-newsletters - we will use a Plain English approach, in line with standards in the gov.uk content design guidance standard. In summary:

- writing for nine-year olds (as per gov.uk guidance);
- talking 'to' people, not 'about' people;
- one thought, one sentence; and
- confident in what we're saying.

## 7. Supporting all our residents

We recognise that an approach based primarily on digital channels may risk excluding those without easy online access or skills. During the

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period of this strategy, we will continue to ensure these groups are considered. This could be through a number of different approaches.

- The potential reinstatement of some form of printed news and services update. There will be a budget implication for this.
- Effective use of printed channels delivered by others, such as local free magazines or circulars.
- Making best use of advocates, including better understanding seldom heard voices in the city, to help them to give information to non-digital audiences on behalf of the council. See page seven for seldom heard voices and appendix A for channel mapping.

## 8. What we need to deliver: supporting council objectives

During the period of this strategy, the corporate story should focus on the key narratives that bring together the council plan priorities and areas of focus. We will group these together as follows.

For each of these, we will develop an over-arching core narrative. This core narrative will be supported by a range of case studies demonstrating the impact of the things we're doing with our people, places, community groups, businesses, and partners, together with how we operate. These should be human-interest led where possible, focusing on the impacts of our actions in our communities.

Within these communications, we will be clear as to why the action or decision has taken place – ultimately linked to the council supporting a more affordable, sustainable, accessible and healthier place.

| **Core narrative theme – i.e. a single coherent story about…** | **Core commitments to reference** | **Council plan delivery priorities** | **Key work to be included in human interest case studies** |
|---|---|---|---|
| Neighbourhoods | Equalities<br><br>Affordability<br><br>Health | Ensure every primary school child gets a free school meal<br><br>New team of Neighbourhood Caretakers | Fostering<br><br>Adoption<br><br>York Hungry Minds<br><br>Neighbourhood |

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| | | | |
|---|---|---|---|
| | | Build 100% affordable housing on council-owned land | Caretakers<br><br>£500k investment in parks and open spaces<br><br>Health trainers<br><br>Delivery of key front-line services such as street cleaning, road maintenance.<br><br>Affordable homes |
| Transport and growth | Equalities<br><br>Affordability<br><br>Climate<br><br>Health | Bring well-paid jobs to York<br><br>Accessible and sustainable city | Healthy places engagement<br><br>Local Transport Strategy<br><br>Bus Service Improvement plan<br><br>Station Gateway<br><br>Reimagining York Streets |

**ANNEX A**

| | | | |
|---|---|---|---|
| | | | Movement and Place schemes |
| Net zero ambition, health and housing | Climate<br><br>Health | Pledge: insulate 1000s of homes to cut bills and reduce carbon | Public health<br><br>Ousewem<br><br>Climate priority delivery plan outcomes |

9. **How we need to deliver: moving to a strategic model of communications**

In delivering this work, communications is a strategic support to the work of the council, rather than a more traditional model of communications and engagement. These principles are set out here.

| **Traditional communications** | **Strategic communications** |
|---|---|
| Reactive | Planned |
| Information | Narrative |
| Elite | Grounded |
| One dimensional | Audience specific |
| Tactical | Coordinated |
| Broadcast | Relationship building |
| Brand anarchy | Brand discipline |
| Repetitive | Consistent |
| Siloed | Corporate |
| Press focus | Multi-platform |
| Linear | Evaluating, changing, improving |

**ANNEX A**

| | |
|---|---|
| Unresponsive to feedback | Listening and learning |

To achieve this, for the period 2026-27 the communications and engagement service will focus on three core strategic objectives as our first priorities.

**Priority one – enhancing engagement**

| **What we're aiming for** | **Actions we'll take to get there** |
|---|---|
| Ensure residents feel heard and valued in service and policy development and the democratic decision-making process and involved in shaping the city's future. | A map of seldom-heard voices to broaden inclusive engagement, linked to the council's neighbourhood model.<br><br>Create a tiered approach to council consultations.<br><br>Mapping digital advocates to support online community 'trusted channels'. |

**Priority two – harness partner commitment to the city to support effective and accessible communications and engagement**

| **What we're aiming for** | **Actions we'll take to get there** |
|---|---|
| Ensure the council's story is part of wider city narratives. | Make strategic use of the existing York heads of communication group, to support city-wide communications and engagement work. |

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| | |
|---|---|
| Maximise engagement through an effective network of trusted channels in our community.<br><br>The council leads the way in joined-up public service communications in the city. | Ensure workforce communications supports our colleagues being able to advocate for the council and the city.<br><br>Deliver on emergency planning priorities. |

**Priority three - strategic use of the channels the council has direct control over**

| **What we're aiming for** | **Actions we'll take to get there** |
|---|---|
| Focus on content that directly supports customer services and community priorities, to support an effective customer journey.<br><br>Focusing on telling stories from a residents' and businesses' perspective where possible, with real people explaining the impact or benefit of actions taken in their own lives.<br><br>Prioritising video content for digital channels where possible, as we know this maximises engagement. | Working closely with customer services and communities colleagues to build an annual plan of key customer issues.<br><br>Channel mapping, to focus our resources on the channels that have the largest audience reach.<br><br>Make more use of online and community advocates, expanding messaging reach.<br><br>Consider officer colleagues leading some comms issues (i.e. content from the front line), where appropriate, to maximise the benefit of their existing links into others' networks and community contacts. |

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## 10. When we need to deliver: implementation plan

This is a two-year plan. As such, the delivery of the work above will be structured as follows. We will share outcomes and key performance metrics through regular feedback to senior officers and the council's Executive. This helps to build a culture of continuous learning and development. It's also supported by the introduction of a structured learning and development programme within the team.

**Our 2026 team priorities**

| **Strategic objective** | **Focus of work** | **What success looks like** |
|---|---|---|
| Engagement<br><br>Partnerships | **Effective communication partnerships**<br>**(stage 1)** | Create working arrangements that facilitate effective day-to-day partnership working within comms to deal with emerging issues and emergency planning.<br><br>Build strong working relationship with city partners, via heads of comms group, and build workplan that has mutual benefit for all partners' communications activity. |
| Engagement<br><br>Partnerships<br><br>Owned channels | **Updated digital communications approach** | Channel mapping work to understand audiences and the best routes to engage. |

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| | | |
|---|---|---|
| | | Make best possible use of advocates in online spaces.<br><br>Primarily focus on video or image content as this drives biggest engagement. |
| Engagement<br><br>Owned channels | **Effective direct resident and media engagement** | Review media protocols to ensure this still reflects the needs of the organisation, the team and the media.<br><br>A focus on story telling.<br><br>Structured engagement with key media and community contacts, to support long-term relationship building.<br><br>Develop a coordinated content plan for e-newsletters.<br><br>Updated style guide. |

**Our 2027 team priorities**

| **Strategic objective** | **Action** | **Ambition** |
|---|---|---|

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| | | |
|---|---|---|
| Engagement<br><br>Partnerships | **Effective communication partnerships (stage 2)** | Lead on the creation of a multi-agency joint communication strategy around the ten-year city strategy priorities. |
| Engagement<br><br>Partnerships<br><br>Owned channels | **Applying consistent standards to community engagement** | Develop an effective map of 'seldom heard voices' for the city, in partnership with Communities team.<br><br>Create a tiered approach to council consultations to make best use of resources.<br><br>Channel mapping to give proper analysis of audience engagement with owned and paid for media.<br><br>Working with others, create a map of digital advocates and trusted channels based on geographic, demographic or special interest issues. |

11. **Evaluation and continuous improvement**

- Apply Government Communication Service (GCS) evaluation cycle principles across campaigns.

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- Work closely with services to establish final outcome measures, incorporating outtakes and outputs as core evaluation principles.
- Explore sentiment analysis tools for improved assessment of communication effectiveness.
- Link team targets, training, learning and development to the strategic communications plan.

## 12. Conclusion

This strategy positions City of York Council to deliver impactful, transparent, and resident-centred communication and engagement that aligns with key council priorities. Through strengthened partnerships, effective engagement, and structured workforce communications, this plan will enable the service to deliver an effective long-term approach for how to use communications and engagement to support the delivery of core services and long-term ambitions for the council.

Longer term, we want City of York Council communications to be seen as an example of industry best practice. This helps to raise the profile of the organisation within the local and regional government sector and with national government. This will directly support recruitment and retention of the best talent across the organisation, helping us to further improve for the people and the city we serve.

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**A note on channel mapping**

We will segment our audiences to improve targeting and relevance. This may include:

- Core engaged residents - active users of digital channels and newsletters
- Passive recipients - broadly informed but less likely to act
- Seldom-heard voices - including marginalised or underrepresented groups
- Strategic stakeholders - key partners, delivery partners, and policy influencers

Channel mapping work is underway to align audience groups with the most effective ways to reach them. The initial framework, supported by baseline recommendations, a storytelling guide and a draft channel-audience matrix, will provide a foundation for a more consistent and targeted communication across the organisation.

Within this there should be reference to younger demographics and key channels and approaches. We should remember, however, that the key principle is to take the message to where people already are rather than asking them to come to us.

Development will continue on:

- Refining the channel-audience matrix, including ownership and guidance for use across the organisation
- Embedding storytelling and template tools across the organisation
- Defining frequency and balance of communication types.

This approach will support a more systematic use of channels while leaving space for ongoing refinement and adaptation.

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**a note on service risks**

Service risks have been reviewed as part of the development of this plan. A separate risk document is held by the service, to be reviewed every six months.

At the time of writing, the risks are organised into themes around the following.

- Systems and processes
- Resources and ‘single points of failure’
- Financial
- External factors

These will be updated during each review point.

Some examples of actions taken in response to the latest service risk review include the following.

- An updated approach to social media management, with a single team member to act as the social media lead each week.
- A thorough review of access to our systems and accounts, with the removal of any individuals not directly linked to the team or specific campaign activities.
- All account passwords have been updated.

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**Newsdesk and media protocol**

# City of York Council Media protocol, October 2019; updated for current political arrangements September 2025

Amendments in the version below relate only to references to the previous political arrangements in 2019 and new arrangements around working alongside the mayoral combined authority. These changes are highlighted.

## Introduction

The Local Government Act places tight restrictions on what and who the council can legally publicise. This particularly applies to information about the activities of individual councillors, where the council is required by law to avoid any implication that it is spending public money on promoting a single political party or individual. The rules and legal restrictions governing official council publicity are many, complex and difficult to understand. Therefore, this protocol seeks to provide a more straightforward guide on the key aspects of the rules and how they impact upon our communications activity and publicity. It also sets out and defines the roles and responsibilities for officers and councillors.

This guidance relates primarily to council communications or publicity through the media. While the (traditional) media is a key channel for us, there are others which we can use. The principles outlined in this protocol will be similarly applied to all other channels such as social media, unless otherwise stated.

Official council publicity will only relate to the functions and activities of the city council, not individual political groups. This means we are largely restricted to using an officer or executive members who have an official position and/or area of responsibility within the organisation.

This protocol is divided into five parts as follows:

Part 1 - Those holding ‘official positions’

Part 2 - Legal restrictions

Part 3 - Application of the rules (speaking on behalf of the council)

Part 4 - Special rules covering pre-election periods

Part 5 - The clearance process

## Part 1 - Those holding ‘official positions’

City of York Council’s decision-making executive group is made up of councillors who each have responsibility for an area of council policy/business. These areas of responsibility are referred to as

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executive 'portfolios'. ~~City of York Council currently has a joint administration and executive responsibilities are shared across two leadership groups. This arrangement is reflected in these protocols.~~

Chairs of Committees should consult with the communications team on any matters relating to the work of their committees. In particular chairs must make it clear when they speak to the media if they are speaking on behalf of the Council.

The Lord Mayor, in respect of his/her civic responsibilities, may also speak on behalf of the council in publicity relating to his/her civic responsibilities.

Officers who are directly approached by a member of the media should not answer questions themselves. The journalist should be referred to the communications team, which will manage the response.

Councillors who are directly approached by a member of the media may make use of the guidance contained in this protocol.

Officers and councillors who have contact with the media in a personal capacity or as members of non-council related organisations must not refer to their council posts and must make it clear to the journalist concerned that they are speaking in a personal capacity or on behalf of the non-council related organisation.

Trades union officers or political assistants, who are employees of the council and who have contact with the media in their trades union or political capacity, must make clear that they are speaking as a union or political group representative. If trades union officers have contact with the media in their capacity as a council employee, then the relevant provisions of this protocol relating to council officers will apply.

## Part 2 - Legal restrictions

The Local Government Act 1986 says the council must not publish anything, (including issuing news releases) which appears to be designed to affect public support for a political party. The Act also says we must have regard to codes of practice about publicity as issued by the government. We will follow the code where publicity is addressed to the public at large, or a section of it, although different rules may apply where the council is consulting with the users of specific services. Other areas of legislation require that the council does not act incompatibly with individuals' right to respect for their private and family life, home and correspondence, under the Human Rights Act 1998, and must only disclose personal data in line with the Data Protection Act.

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Key legal points to note:

- Publicity describing the council's policies and aims should be as objective as possible, concentrating on facts or explanation of both.
- Publicity used to comment on, or respond to, the policies or proposals of the government, or other public authorities, should be objective, balanced, informative and accurate, and not prejudiced, unreasoning or party political.
- Publicity relating to the provision of a service should concentrate on providing factual information about the service.
- Publicity on controversial issues should not over-simplify facts, issues or arguments.
- Publicity should not attack or appear to undermine, generally accepted moral standards.
- The council must not use public funds to mount publicity campaigns whose primary purpose is to persuade the public to hold a particular view on a question of policy.
- Publicity about the views or activities of individual councillors is only appropriate where they are representing the council as a whole and usually in an official capacity such as executive portfolio holder.
- Between publishing a notice of an election and polling day, publicity should not be issued which deals with controversial issues, or which reports views or policies in a way that identifies them with individual parties, political groups or groups of councillors.
- Press releases and media interviews generally should not deal with issues about identifiable councillors, groups of councillors or individuals.
- The council's publicity must not criticise other organisations or individuals to the extent that this could be defamatory.

## Part 3 - Application of the rules (speaking on behalf of the council)

In general, we will use a named individual to speak on behalf of the authority. However, circumstances or the required response may dictate (particularly when dealing with a reactive query) that a quote provided by the Head of Communications acting as a spokesperson is more convenient or practical – to be agreed in consultation with the relevant Executive Member.

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**Leader~~, Deputy Leader~~ and Executive portfolio holders**

The Leader ~~and Deputy Leader~~ will be ~~jointly~~ quoted in circumstances when they are representing the city in a city leader role and in connection with their role~~(s)~~ as Chair~~/Vice Chair~~ of the Executive. For example, major policy announcements, launches of high-profile council initiatives or schemes and civic emergencies will require the Leader ~~and Deputy Leader~~ to speak ~~jointly~~ on behalf of the council. ~~On occasion, and when key policy statements or significant and sensitive issues need a comment or quote, both the Leader and Deputy will be consulted so they can agree on who should be quoted and whether joint statements are necessary.~~

Executive portfolio holders will be quoted in news releases which relate to their portfolio, including overall policy decisions and in response to press enquiries relating to their portfolio. ~~When quoted, the Executive portfolio holder will appear first.~~

For photographs, the relevant Executive Member will be used and ~~either~~ the Leader ~~or Deputy Leader (dependent on making sure both groups are involved)~~ will be invited.

For videos, the relevant Executive Member, then the Leader ~~and then Deputy Leader,~~ has the right to appear. ~~Quotes used in social media will feature all quotes in the proactive media release and / or the video.~~

**Lord Mayor and civic party**

The Lord Mayor will be quoted in appropriate press releases and statements in respect of his/her civic responsibility and function, where the issue is ceremonial and an ambassadorial role to represent the city is required. In his/her absence the deputy Lord Mayor will be quoted.

**Officers**

Officers will normally speak on behalf of the council in any announcement which relates to operational issues or where an officer has a specific area of responsibility which requires a professional profile or where the involvement of an elected portfolio holder is considered not appropriate (e.g. election matters, legal issues, code of conduct issues etc). All quotes and media activity by council officers will be carried out in consultation with the relevant Executive Member.

In radio or TV interviews, where a detailed knowledge of the subject material is more important than broad policy, it may be more appropriate to put forward a suitably qualified officer to speak on behalf of the council.

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Where a pre-prepared statement (already approved by an officer and/or Executive portfolio holder) needs to be read aloud for the benefit of a broadcast organisation, say, for instance in the event of a reactive query, a member of the communications team can speak on the authority's behalf. Council officers speaking on behalf of the authority will always be named.

There are no hard and fast rules about the level of seniority of officers who can be used in council publicity. Generally, it is best to identify someone with the correct balance of authority and subject knowledge for that specific issue. The communications team will advise on this.

**Individual councillors and group support officers**

The Act and Code relating to publicity places tight restrictions on what and who the council can legally publicise. This applies particularly to individual councillors, where official publicity is restricted to using an officer with an official position and area of responsibility within the council to speak on behalf of the authority. The political assistant will provide professional communication support to elected members, to provide an explanation of the views of the relevant political group on matters facing the council or which relates to local ward matters of a non-political issue, which cannot be provided by the council communications team under its protocols.

Media statements which relate to ward specific issues will, as normal, be drafted in liaison with the relevant department and cleared by the Executive portfolio holder.

All proactive media statements will be shared with the Political Assistant.

**Partnerships**

Where the council is involved in issuing communication as part of a partnership arrangement, the partnership's arrangements should be followed. This would normally be the chair of the lead organisation. In the case of a communication being prepared on behalf of a number of partners it may be appropriate to offer each partner an opportunity to be quoted. All partners should be given an opportunity to approve the release within a set timeframe. Where partnerships are complex, or may last some time, a separate partnerships media protocol will be drafted. This will support the principles described in this media protocol, and also include how and when partners might be involved or consulted.

**Code of Conduct issues**

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For code of conduct issues, the Chief Operating Officer (until April 2026) or Chief Executive (thereafter) will speak on behalf of the council in liaison with the Monitoring Officer. Any proactive statement will be first shared with the members involved with sufficient time provided for them to comment. For reactive lines to take, the Chief Executive will approve the statement and share it with members involved at the same time as distributing to the media. Any proactive statement will be shared with the member involved with sufficient time provided where possible for them to respond.

**Responding to enquiries and criticism**

We always respond to enquiries through a named council officer or spokesperson depending on who issues the statement or speaks to the journalist. This may be the Head of Communications if appropriate. The relevant Executive Member may need, or wish, to respond to enquiries and they will be provided with the opportunity to do so, noting the restricted clearance times. Where the council is being criticised by a politician, it may not be appropriate to quote a council officer in response or put forward an officer for a radio or TV interview. This could easily give the false impression that council officers were politically partisan. In these cases, the communications team will seek to draft a factual response or briefing, and then it will be decided whether the Council can respond factually, or if the Leader or ~~Deputy Leader,~~ relevant Executive Member or another councillor(s) who has an official position can respond.

However, on rare occasions, officers may need to respond to specific criticisms when there is a need to correct factual information. Where an enquiry relates to a party-political issue, then such matters will be referred to the appropriate party's political assistant for consideration. However, a political assistant can only provide a press statement which expresses the group's view on the matter as it affects the council.

**Responding to enquiries during emergencies/out of office hours**

The communications team provides an out-of-hours service for emergency media enquiries during times when the office is closed (between 5.30pm and 8.30am Monday to Friday, at weekends and on bank holidays). The on-duty officer from the communications team may be required to respond to an incident as it unfolds. Under these circumstances, he/she will follow the incident communications plan, establish the facts of the incident with the senior officers involved and provide a factual statement/public information response to the media.

Circumstances may dictate that it is difficult or impossible to arrange clearance with the relevant Executive Member before release to the

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media. If the media require a council officer for interview, the duty communications officer will, at first, try to contact the Leader ~~and Deputy Leader~~ or relevant Executive Member in the first instance to agree the appropriate response. If this cannot be achieved, the communications officer will contact a senior officer. A copy of any media statement will be sent to the relevant executive portfolio holder and political assistants. Regular updates on an emergency incident/situation will be provided to the party group offices.

**Part 4 - Special rules covering pre-election periods**

The period between the notice of an election and the election itself is particularly sensitive and publicity should not deal with controversial issues or report views, proposals or recommendations in such a way that identifies them with individual councillors or groups of councillors.

This means that during this period:

Proactive publicity:

- Caution must be exercised in the use of proactive publicity especially on contentious topics
- We must avoid proactive publicity in all its forms of candidates and other politicians involved directly in the election
- Proactive events arranged in this period should not involve members likely to be standing for election
- Publicity must be factual not party political

Reactive publicity:

- We may continue to quote appropriate councillors (including the Lord Mayor) in response to events or external enquiries, but only where the nature of the event or enquiry properly calls for such a response.
- Such responses must also be factual, so as not to allow people to infer we are promoting the views of a single political party.

It is important to note that the above restrictions apply to council funded publicity. This does not affect the ability of individual candidates to use their own resources to publicise themselves prior to any election, subject of course to the rules regarding election expenses and their declaration. The council's Deputy Returning (Monitoring) Officer will provide written guidelines at the time of any relevant elections and should be consulted for advice for the appropriate approach on a case-by-case basis.

## Part 5 - The clearance process

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One of the most important aspects of dealing with and managing the media is being able to provide a prompt response to a query, question or interview request. The sooner we can respond and involve ourselves in the story, the greater the chance we have to influence it. This is especially important where the council's reputation might be affected.

We also wish to influence the news agenda proactively by offering people for interview or providing case studies to illustrate topical issues.

We will use our forward planning process to identify opportunities in advance, but may still want/have to exploit on-the-day stories particularly when there is breaking news or developing stories. Many news organisations will have made most of their routine editorial decisions by mid-morning. It is therefore important we make prompt decisions in terms of our own proactive communications or when we are dealing with a reactive query; especially when we are working to tight deadlines.

A streamlined and simple clearance process is essential to the council's ability to influence or exploit the news agenda.

- The communications team will work with Heads of Service, Assistant Directors and Directors to identify the most appropriate officer to provide the information required to respond to a query. A timely and efficient response to requests for information or comment is vital.
- For proactive media statements – we will aim to provide executive members with a two-day turnaround.
- For reactive media statements – we will respond to media deadlines, in consultation with the relevant Executive Member (usually within a couple of hours)

This protocol applies to office hours (8.30am to 5.30pm Monday to Friday). Out-of-hours, or in the case of an emergency incident, it may be necessary to depart from this agreed approach.

The communications team will have responsibility for the council's policies and practices which reflect the style, tone and language to be used in written communications (described in the style guide). Any communications material that does not reflect the council's policies may be amended.

The Political Assistant will share information, where appropriate, relating to interviews (print or broadcast) involving portfolio holders that have been arranged directly.

Responses, statements or comments which have been cleared previously may be re-used if appropriate.

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The Chief Operating Officer (until April 2026) or Chief Executive (thereafter) may speak on behalf of, and/or clear communication materials relating to the corporate business of, the council. A copy of any communication will be sent to The Political Assistant.

Proactive media activity should be planned as far in advance as possible to allow all enough time for officers and councillors to respond and clearance to be approved.

**Clearing materials**

Reactive queries from the media relating to matters of fact or information concerning the council's routine business may be answered by a member of the communications team without automatic referral to a portfolio holder or ~~the joint administration group~~ relevant political assistant(s).

Information may be provided to the journalist verbally, or, if requested, in a written statement. If requested in a written statement, the portfolio holder and/or political assistant will always be invited to clear.

Time restrictions will be shared at the time and should the time pass, the relevant Director or Assistant Director will be invited to clear. However, the communications team will contact the portfolio holder/political assistant regarding an enquiry, and ensure a quote is provided at the earliest opportunity (if appropriate).

The relevant Executive Member (including the Leader~~/Deputy Leader~~ as appropriate) will always be involved in the response to reactive queries relating to policy, political issues, priority areas detailed in the council plan or matters of controversy, even if it is decided an officer-only response is appropriate.

In these cases, the communications team will:

- Work with the most appropriate officer(s) to establish the facts and source the information required for the response.
- Draft a proposed response and share this with the relevant officer(s), the relevant Executive Member/Leader~~/Deputy Leader~~ and the political assistant at the earliest opportunity for feedback. Any deadlines should be made clear at this stage.
- Liaise with the relevant Executive Member/Leader~~/Deputy Leader~~ and the political assistant and make any amends as necessary and once clearance has been agreed by both offices, the response will be published.
- Forward a copy of the final response to officers and/or portfolio holders as appropriate.

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- If there is any doubt to the correct approach to a response, advice will be sought from the Head of Communications and/or the political assistant. The Executive Members and their areas of responsibility are listed on the council website: www.york.gov.uk/Executive

**Addendum – note on mayoral combined authority**

As one the constituent authorities within the York and North Yorkshire Combined Authority, the council works closely with the mayoral authority to deliver a range of projects and investments. In such cases, joint communications should follow these principles.

- In cases where the council is delivering work funded or part-funded through the combined authority, we will deliver joint public and stakeholder communications, as we would for any other work delivered in partnership with other public sector organisations.
- In other cases, we should not include the mayor or combined authority in corporate communications from the council.

The Head of Communications and Engagement will determine the approach – in partnership with the relevant senior officers – in cases where this may be unclear.

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## Social media guidance

We monitor engagement across our digital ‘owned’ channels each month, to understand what works and where adjustments are needed. This learning, alongside the channel mapping work (see appendix A), will shape how we use social media in the future.

In general terms, the following applies.

- Facebook – strongest reach, particularly for community events, services and activities. Audience is highly engaged with family, neighbourhood and day-to-day service content.
- Instagram – performs best with visual-led content. Topics such as city aesthetics, infrastructure projects and sustainability resonate strongly.
- LinkedIn – effective for professional content, including jobs, business initiatives and economic development.
- NextDoor – enables hyper-local targeting by wards. Reach is positive, but audience engagement tends to be lower.
- X (formerly Twitter) – corporate account remains dormant, retained only for emergency planning duties around warning and informing.

The Council does not currently operate other channels such as TikTok. Instead, our approach is to identify and work with advocates already active in those spaces.

## Working principles of our approach to social media

- Apply the audience segmentation learning from the channel mapping work to both content and the channel selection.
- Timing and frequency should follow audience engagement patterns identified through ongoing monitoring.
- When content is likely to generate significant interactions, scheduling should ensure the comms team is able to monitor and response effectively.

## Frequency of content

Currently, the following is a guide for when posts perform best in terms of audience engagement. This will be updated during the period for this strategy as part of the channel mapping work.

- Facebook - no more than six times per day – 7am, 9am, midday, 3pm, 5pm, 7pm
- Instagram - no more than three times per day – 8am, 1pm, 6pm [using stories where possible, and instead of posts]
- LinkedIn - no more than four times per day – 7am, midday, 5pm, 9pm

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**Dealing with social media comments**

We want our online spaces to be safe places for community discussion. We need some rules to ensure this is the case. Our existing social media policy sets out the organisation's management of these channels.

During the period of this strategy, we will review our approach to responding to social media comments. This will be done in line with the council's managing customer relations policy and the social media policy. Currently, a decision on whether or not to comment is taken by a communication manager and/or Head of Communications, based on the potential impact of the comment. For example, as a rebuttal to untrue information about the issue on which we're posted. The decision seeks to consider resources versus impact of taking this action.

All posts on our social media channels should be posted with comments open, as part of our commitment to listening to the community. There are, however, exceptions. In the following cases we will close down the ability of people to comment. This is in line with the existing categories within the social media policy, but adds a consideration around resources.

- When posts attract abusive or harmful content
    - Comments that include hate speech, discrimination, threats or harassment.
    - Comments that may provoke personal attacks on colleagues, councillors or other platform users
- To prevent misinformation or content targeting individuals
    - Comments that attract repeated false claims
    - When users post off-topic comments that derails constructive discussions
- For sensitive topics
    - Posts relating to tragic events or legal matters, such as defamation or contempt of court.
    - Where protection needs to be given for individuals involved
- When moderation resources are limited
    - Posts where we believe the risk of harmful content in the comments or responses is high, but we do not have the resources to be able to effectively moderate
- Careful consideration should be given to posts during the pre-election period if these attract political comments and narrative.

| | |
|---|---|
| **Meeting:** | Combined Executive Member Decision Session |
| **Meeting date:** | 27 January 2026 |
| **Report of:** | Director of Environment and Regulatory Services |
| **Portfolio of:** | Councillor Kent, Executive Member for Environment and Climate Emergency |

# **Decision Report:** Adapting the Management of the Bar Walls Ramparts to Maximise Ecological Value, Sustainability and Aesthetic Appeal

## Subject of Report

1. This report seeks approval for proposals to adapt how the ecology of the Bar Walls ramparts is managed to promote sustainability, biodiversity, and community engagement.

2. The proposals entail identifying sites suitable for a revised management approach and developing tailored site-specific methodologies that reflect both heritage and ecological needs.

## Benefits and Challenges

3. **Principal benefits:**

- Increased biodiversity in a key urban greenspace, improving habitats that support a wide range of plants and animals.
- Greater sustainability of management practices, contributing to the Council's journey towards net zero.
- Enhanced visitor and resident experience of the Bar Walls through improved aesthetic value and interpretation.

- Opportunities to work with partners and volunteers, reducing the burden on Public Realm resources.
- Stronger engagement with residents and communities adjacent to the Walls, encouraging participation in ecological management in line with wider project aims.

4. **Principal challenges:**

- Managing visitor and resident reactions to a changed appearance of the monument and ensuring clear communication of the benefits and rationale.
- Climate change and extreme weather events, which pose risks to any ecological or horticultural initiative.
- Reliance on volunteers, which may create risks in maintaining consistent personnel resources.

## Policy Basis for Decision

5. This proposal supports and contributes to the following Council Plan priorities:

- **Equalities and Human Rights:** The project contributes directly to the UN Sustainable Development Goals (3 – Good Health and Wellbeing; 11 – Sustainable Cities and Communities; 13 – Climate Action; 15 – Life on Land).
- **Affordability:** The project seeks to raise funds to support the conservation and preservation of heritage assets owned by CYC. As access to the Walls remains free, the impact on residents will be minimal. Visitors will be invited to contribute on a voluntary “pay what you can” basis.
- **Climate:** The Bar Walls ramparts form a key “green corridor” and invaluable habitat within the city. Traditional conservation practices, alongside the embodied carbon within historic fabric, will be central to efforts to reach net zero.

- **Health:** The Walls provide opportunities for physical health (walking, jogging) as well as supporting mental wellbeing and community identity.

## Financial Strategy Implications

6. The upfront costs of the project will be predominantly covered through external grant funding secured by partner organisations, with St Nicks having already obtained UK Biodiversity funding to support the initial phase. Efforts will be made to secure additional funding to enable the expansion of project activities; however, in the absence of such funding, further developments will not proceed. Contributions towards specific structural elements—such as signage, access improvements, and similar features—may be supported through allocations from the existing City Walls budget or from City Walls Donations. The project also seeks to reduce future maintenance demands on the Public Realm team, thereby creating potential efficiency savings over the longer term.

## Recommendation and Reasons

7. Executive Members are recommended to approve Option 1 (see paragraph 16), namely:

   - Approve the Ancient Monuments Team to work with partners to adapt the management of the Bar Walls.
   - Approve the principles of site-based management plans reflecting the diverse ecology, heritage, and aesthetics of the City Walls, ensuring best-practice management is achieved.

   **Reasons:** There are opportunities on the embankments to introduce locally native wildflowers which are suited to the soil conditions and current management arrangements. Although non-native species may produce visually appealing displays, they are of little benefit to the vast majority of our native invertebrates, which co-evolved with native plants; incorporation and enhancement of native plant diversity is paramount to dampening declines in plants and invertebrates.

This project will support the Council's climate and net zero commitments, align with Historic England's guidance on sustainable heritage management, and improve biodiversity at a nationally significant monument. It will also contribute to placemaking, enhance visitor experience and local amenity, while reducing the maintenance burden on the Council by fostering volunteering and community engagement.

## Background

8. The City Walls and ramparts are CYC's largest and most important group of heritage assets, comprising around 9 hectares of green spaces which support ancient habitats and rare species such as bee orchids. Enhancement of this biodiversity, integrating nature for the benefit of both the natural and historic environment is a principal aim of the sustainable conservation management of York City Walls in alignment with EH guidance (English Heritage 2023, 14–15, City Walls Conservation Management Plan – page 136 '3.3.7 The Natural Environment',196 '5.3.3 Landscape and Environment')

9. The ramparts are currently cut once annually on the outside and twice on the inside. This regime encourages habitats dominated by tall grasses which are important for supporting invertebrates and small mammals and providing an essential food source for urban birds and bats supporting CYC's adopted Pollinator Strategy

10. The present regime also benefits the conservation of soils and the monument itself: long grass provides thermal insulation, regulates soil moisture, reduces runoff, and stabilises ramparts through root growth.

11. Some residents and visitors may perceive long grass as an indication of neglect rather than ecological management.

12. However, trial planting at Station Rise in 2024/25 demonstrated that, despite initial resistance, improved communications and striking floral displays generated positive feedback, particularly via social media.

13. Building on Station Rise and trials at Red Tower, Fishergate Postern, and Queen Street, the project intends to extend interventions to other sites such as Lord Mayor's Walk, Nunnery Lane, and Station Avenue. Site-specific methodologies will be developed for each, balancing ecology, archaeology, and visual amenity.

14. Projects will be delivered with support from volunteers (e.g. St Nicks, York Cares, Friends of York Walls), enhancing grant funding opportunities from bodies such as the Biodiversity Challenge Fund, Biffa Awards, and the National Lottery.

15. A key element will be a communications and interpretation strategy, engaging residents and visitors in the changes being made and explaining the rationale. Lessons learned from Station Rise will inform this strategy.

16. The project will aim to reduce the maintenance burden on Public Realm, for example by reducing the frequency of grass cutting in some areas in order promote the growth of more diverse flora, and thus a reduction in the frequency of PR staff visits to those locations. Ultimately this may require changes to current practices, which will be developed collaboratively to ensure long-term sustainability.

## Consultation Analysis

17. Consultation will be undertaken with Historic England, St Nicks, the Friends of York Walls, the University of York.

## Options Analysis and Evidential Basis

18. **Option 1** (Recommended): Approve the Ancient Monuments and Public Realm teams to work with partners on projects to improve sustainability, biodiversity, and aesthetics of the ramparts.

    Pros: Delivers identified benefits, enhances CYC's reputation, and demonstrates innovation in managing historic monuments.

    Cons: Risk of reputational damage if proposed changes fail to achieve anticipated outcomes, particularly regarding aesthetics.

19. **Option 2:** Retain current maintenance regime and undertake no new projects.

    Pros: No risk of reputational harm from failed projects.

    Cons: Missed opportunity to deliver ecological, aesthetic, and community benefits. Dissatisfaction with current practices likely to continue.

## Organisational Impact and Implications

20. None

**Financial implications**:

21. Financial: There are no financial implications associated with this report. The report proposes an adaptation of the current ecological management practices of the Bar Walls ramparts, with the aim of enhancing environmental sustainability, promoting biodiversity, and strengthening community engagement.

    Efforts will be made to secure additional external funding to enable the expansion of project activities; however, in the absence of such funding, further developments will not proceed.

22. Human Resources: None.

23. Legal: Some changes will require Scheduled Monument Consent under the Ancient Monuments and Archaeological Areas Act 1979. This will be managed by the Ancient Monuments Team.

24. Procurement: Whilst there are no direct procurement implications relating to the report itself, should any priorities require procurement, all works and/or services must be procured via a compliant, open, transparent, and fair process in accordance with the council's Contract Procedure Rules and where applicable, the Procurement Act 2023. Further advice regarding the procurement process and development of procurement strategies must be sought from the Commercial Procurement team.

25. Health and Wellbeing: Supports both physical and mental wellbeing by improving the environment for residents and providing volunteering opportunities,

26. Environment and Climate: Increases sustainability of rampart management, enhances biodiversity, and supports resilience to climate change.

**Affordability**:

27. Aims to reduce costs while maintaining free access.

**Equalities and Human Rights:**

28. Contributes to UN Sustainable Development Goals, while creating inclusive volunteering opportunities managed by partners such as St Nicks and York Cares.

**Data Protection and Privacy**:

29. The completion of data protection impact assessment (DPIA) screening questions evidenced there would be no processing of personal data, special categories of personal data or criminal offence data processed, so there is no requirement to complete a DPIA.

**Communications:**

30. Builds on York Walls in Bloom, with a tested and effective communications strategy.

**Economy**:

31. Supports York's tourism and heritage economy.

## Risks and Mitigations

32. In compliance with the Council's risk management strategy, the risks associated with the proposal are:

- Health and safety of residents, visitors, and volunteers during works.
- Reputational risk if outcomes fall short of expectations.
- Heritage risks, particularly regarding buried archaeology.

# Wards Impacted

33. Guildhall, Micklegate, Fishergate

# Contact details

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

## Author

| | |
|---|---|
| **Name:** | Liam Dennis |
| **Job Title:** | Ancient Monuments Manager |
| **Service Area:** | Highways |
| **Telephone:** | 07881830064 |
| **Report approved:** | Yes |
| **Date:** | 12/09/25 |

## Co-author

| | |
|---|---|
| **Name:** | Ben Reeves |
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| **Service Area:** | Highways |
| **Telephone:** | 07511160278 |
| **Report approved:** | Yes |
| **Date:** | 23/09/2025 |

## Background papers

- York Walls Conservation Management Plan, 2021. (Donald Insall Associates).
- English Heritage's *Sustainable Conservation Principles* (EH 2023, 14–15).
- City of York Council Pollinator Strategy 2020-2025

## Annexes

- Annex A: Equalities Impact Assessment (EIA)

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**ANNEX A**

**City of York Council**

# Equalities Impact Assessment

## Who is submitting the proposal?

| | |
|---|---|
| **Directorate:** | Environment, transport and planning |
| **Service Area:** | Highways |
| **Name of the proposal :** | York Walls in Bloom |
| **Lead officer:** | Liam Dennis |
| **Date assessment completed:** | 10/11/2025 |

| **Names of those who contributed to the assessment :** | | | |
|---|---|---|---|
| **Name** | **Job title** | **Organisation** | **Area of expertise** |
| **Liam Dennis** | **Ancient Monuments Manager** | **CYC** | **Communities, conservation,** |
| **Luara Dickson** | **Project Engineer** | **CYC** | **Project Delivery** |
| **Ben Reeves** | **Project Officer** | **CYC** | **Archaeology, heritage, conservation** |

## Step 1 – Aims and intended outcomes

| | |
|---|---|
| **1.1** | **What is the purpose of the proposal?**<br>Please explain your proposal in Plain English avoiding acronyms and jargon. |
| | To change how we undertake maintenance of the greenspace around the Bar Walls, to improve how it looks, the environment and habitat, whole reducing the amount of resources (water, carbon, money, time) we spend doing that |

| | |
|---|---|
| **1.2** | **Are there any external considerations?** (Legislation/government directive/codes of practice etc.) |
| | *1979 Archaeological areas and schedule ancient monuments act.*<br>Historic England advice notes and best practice<br>Equalities act 2010 |

| | |
|---|---|
| **1.3** | **Who are the stakeholders and what are their interests?** |
| | Visitors- who visit the monument from all over the world.<br>Residents who live or work near the monument, and who use it on a daily basis<br>Historic England who has a statutory duty over the monument care<br>York Civic Trust, who have an interest in in the heritage conservation of the city.<br>Friends of York Walls- community groups whose focus s the care and access on the monument. |

| | |
|---|---|
| **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. |
| | **Improved aesthetic, environmental, sustainability and biodiversity of the City walls for all**<br>**Improved appreciation of the importance of the green space around the city walls for residents and visitors to the city walls**<br>**Affordability- by attracting external funding for projects on the city walls and reducing the investment of CYC resources on the management of the city walls**<br>**Health- improved heath and wellbeing outcomes associated with better environment and access to greenspace.**<br>**Volunteering- create high quality volunteering opportunities associated with the city walls,**<br>**Create opportunities for staff, particularly public realm staff to engage in CPD related to sustainability and biodiverse greenspace management.**<br>**Reduce the investment in water and carbon used in managing the greenspace around the city walls.** |



## 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** |
|---|---|
| UN Sustainable development Goals | Internationally recognised objectives to guide for positive city growth, |

| | |
|---|---|
| feedback form trial, particularly social media engagement | To help guide our understanding of the initial reaction to the trial project on Station Rise |
| Feedback form st Nicks and York Cares | Understand the volunteer and partner experience of the trail project |
| Ward Profiles | Understand the communities that live near the walls, their needs and demographics to help target and tailor projects |

## 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** |
| Base line botanical survey | Work with st nicks and York University to undertake prior to [projects commencement |
| Feedback form residents who specifically live next to the monument | Undertake engagement prior to project commencement, |

## 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**.** |

**ANNEX A**

| Equality Groups and Human Rights. | Key Findings/Impacts | Positive (+) Negative (-) Neutral (0) | High (H) Medium (M) Low (L) |
|---|---|---|---|
| **Age** | St Nicks runs a variety of sessions aimed at both children and older adults including education and practical sessions | **+** | **M** |
| **Disability** | York Cares and St nicks are experienced in running inclusive sessions for all, due to the nature of the projects being physically demanding a number of opportunities aren't suitable for people with specific physical disabilities | **+** | **L** |
| **Gender** | York Cares and st nicks ensure that volunteering opportunities are open to all. Additionally the environmental, health and wellbeing and athletic benefits of the projects are universal, | **+** | **L** |
| **Gender Reassignment** | York Cares and st nicks ensure that volunteering opportunities are open to all. Additionally the environmental, health and wellbeing and athletic benefits of the projects are universal, | **+** | **L** |
| **Marriage and civil partnership** | York Cares and st nicks ensure that volunteering opportunities are open to all. Additionally the environmental, health and wellbeing and athletic benefits of the projects are universal, | **+** | **L** |
| **Pregnancy and maternity** | York Cares and st nicks ensure that volunteering opportunities are open to all. Additionally the environmental, | **+** | **L** |

| | | | |
|---|---|---|---|
| | health and wellbeing and athletic benefits of the projects are universal, | | |
| **Race** | York Cares and st nicks ensure that volunteering opportunities are open to all. Additionally the environmental, health and wellbeing and athletic benefits of the projects are universal, | **+** | **L** |
| **Religion and belief** | York Cares and st nicks ensure that volunteering opportunities are open to all. Additionally the environmental, health and wellbeing and athletic benefits of the projects are universal, | **+** | **L** |
| **Sexual orientation** | York Cares and st nicks ensure that volunteering opportunities are open to all. Additionally the environmental, health and wellbeing and athletic benefits of the projects are universal, | **+** | **L** |
| **Other Socio-economic groups including :** | **Could other socio-economic groups be affected e.g. carers, ex-offenders, low incomes?** | | |
| **Carer** | | | |
| **Low income groups** | | | |
| **Veterans, Armed Forces Community** | | | |
| **Other** | | | |

| | | | |
|---|---|---|---|
| **Impact on human rights:** | | | |
| List any human rights impacted. | This project delivers on sustainable developments Goals ’s 3,11,13 and 15 | | |

**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.

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

## 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?** |
|---|---|
| Baselining and Careful monitoring of the project to make sure they are creating the envisaged benefits.<br>Ensure we are collating feedback from volunteers, visitors, residents and staff to assess reactions<br>Engage with visitors and residents to raise awareness and understanding of the projects, its aims an importance | |



## 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 quality 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** |
|---|---|
| No Major Changes | Overall the project is accessed to have positive impacts but it is noted that careful monitoring and engagement particularly with communities adjacent to the walls are needed to maximise benefits |

## 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** |
| Community engagement | Engage with communities directly local to the proposed locations of projects | LD | 6 months |
| | | | |
| | | | |
| | | | |

## 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? |
| | Ask St Nick and York Cares to provide a profile breakdown of the volunteers they engage.<br>Log the community feedback to the project form local residents<br>Log the wider engagement social media etc for wider context<br>Monitor the ecology of the sites to access environmental impacts. |

| | |
|---|---|
| **Meeting:** | Combined Executive Member Decision Session |
| **Meeting date:** | 27 January 2026 |
| **Report of:** | Maxine Squire, Assistant Director of Education and Skills<br>Rachelle White, School Admissions Manager<br>Claire Roberts, Place Planning and Capital Projects Manager |
| **Portfolio of:** | Councillor Webb - Executive Member for Children, Young People and Education |

# **Decision Report:** Coordinated Admissions Schemes and Admission Arrangements for 2027-2028 School Year

## Subject of Report - Admission Arrangements for 2027-2028 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 2027.

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 2027.

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 main risk is that 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 the 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. The recommendations are that the proposed changes to the Admission Arrangements for September 2027-2028 should be

accepted and supported based on the evidence shown in the Options Analysis and Evidential Basis section of this report.

10. This is 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.

## 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. City of York Council carries out a coordinated consultation on admission arrangements every year.

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; this has not occurred for admissions for 2027 - 2028.

14. Admission policies detail the admission arrangements, 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 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.

17. Previous member decisions have been to agree with the recommendations made within Admission Consultation reports, however this is after suitable scrutiny and questioning which has then determined the additional detail added to subsequent reports.

## Consultation Analysis

18. 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 2027 – 2028 in one place for those taking part.

19. 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.

20. 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. Following 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.

21. This work assists academies with their admission arrangements and supports schools with their responsibilities, which were previously the responsibility of the LA, but also ensures 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.

22. 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 remains the responsibility of the respective governing body/academy trust.

23. Due to the decision making timeframes Nicholas Postgate Catholic Academy Trust and Yorkshire Learning Trust (including the previous MAT South York Multi Academy Trust) were unable to provide their draft admission polices and associated documents for the City of York Council Coordinated Consultation. Each trust provided the dates and location of their Admission Consultation which was included on our information page.

24. The School Admissions Code of Practice 2021 (School admissions code 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 2026 for the school year beginning in September 2027. This timeframe means that consultation on arrangements takes place up to 23 months before children would be due to start school.

25. 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 parents/carers were also sought, although as is common, only a small number of residents responded via online survey or in writing.

26. The consultation ran from Wednesday 8 October to Friday 21 November 2025 and included admission arrangements for schools in the LA area for the 2027 - 2028 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.

27. In previous years the number of responses have been minimal and not directly relating to the admission arrangements.

## Options Analysis and Evidential Basis

28. 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.

29. 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)

30. The following general principles should apply when considering increases in PANs:

31. 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, if necessary.

32. 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.

33. 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.

34. The following general principles should apply when considering decreases in PANs:

35. The school should still be able to accommodate demand from within their local area (catchment area, parish or priority area).

36. 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.

37. Schools should not make permanent or significant changes to the school premises to reduce the capacity of the school without consultation with City of York Council as PAN increases may be required in the future; for example, if there is a significant increase in birth rates, increase in children living within catchment such as new housing developments or any fundamental changes within the city that may require schools to increase their PAN.

## Maintained School Proposals

38. There are two maintained school PAN change requests within the admission arrangements for 2027-2028.

| School | Proposal | Recommendation | Reason |
|---|---|---|---|
| Clifton Green Primary School | Reduce PAN from 45 to 30 pupils | Approve | Reducing the PAN to 30 improves the financial viability of the school as it will be staffed to accommodate full classes of 30. |

### Proposal to Reduce the Published Admission Number (PAN) at Clifton Green Primary School from 45 to 30

39. The governors of Clifton Green Primary School have requested that the admission number for the school is decreased from 45 to 30 for the Reception year starting school in the 2027-28 school year.

40. The reason for the request is that the school has seen a fall in demand due to a reduction in birth rates over recent years. Pupil forecasts demonstrate a continued decline in pupil numbers for the foreseeable future. Reducing the PAN to 30 improves the financial viability of the school as it will be staffed to accommodate full classes of 30.

41. There is further capacity in neighbouring schools and the school will continue to work with the admissions team to ensure children living in catchment can be accommodated at the school.

42. There are no plans to change the physical capacity of the school and housing developments in the area have been considered in pupil forecasts.

43. School and education officers will continue to monitor pupil numbers and forecasts and will increase the admission number in future if required.

44. The requested changes will not affect pupils already attending the school.

| School | Proposal | Recommendation | Reason |
|---|---|---|---|
| Headlands Primary School | Reduce PAN from 45 to 30 pupils | Support | Reducing the PAN to 30 improves the financial viability of the school as it will be staffed to accommodate full classes of 30. |

**Proposal to Reduce the Published Admission Number (PAN) at Headlands Primary School from 45 to 30**

45. The governors of Headlands Primary School have requested that the admission number for the school is decreased from 45 to 30 for the Reception year starting school in the 2027-28 school year.

46. The school has seen a fall in demand due to a reduction in birth rates over recent years and pupil forecasts demonstrate a continued decline in pupil numbers for several years.

47. Reducing the PAN to 30 improves the financial viability of the school as it will be staffed to accommodate full classes of 30.

48. There is further capacity in other primary schools in Haxby and Wigginton and the school will continue to work with the admissions team to ensure children living in catchment can be accommodated at the school.

49. There are no plans to change the physical capacity of the school. The governors are aware of plans to build new housing in Haxby and will retain physical capacity in the school to accommodate an increase in pupil numbers in the future. School and education officers will continue to monitor pupil numbers and forecasts.

50. The requested changes will not affect pupils already attending the school.

**Admission Policies**

51. The LA has consulted with relevant admission authorities on the proposed admissions arrangements for the 2027-28 school year. The City of York has proposed the published admission number (PAN) for all schools, highlighting any changes in Annex Z. The City of York proposed coordinated schemes and admissions policies are set out in Annexes C-G. Policies for voluntary aided and academy schools are contained in Annexes H-P with Year 12 admissions policies contained in Annexes T-Y.

52. The coordinated schemes Annexes C-E are applicable to all state funded schools in York including community, voluntary controlled, voluntary aided and academy schools.

53. 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.

54. In line with the City of York Council and York School and Academy Board's (YSAB) commitment to Fair School Admissions we have reviewed our admissions arrangements in line with the Sutton Trust Fair School Admissions Pledge.

55. The proposed change to the admission arrangements for 2027-2028 admissions relate to the Year 7 admission policy. The proposal is to amend the over subscription criteria. Previously criteria 6 was "Pupils who live closest to the preferred school using the nearest available safe walking route." referred to as distance, this would be divided to those who are eligible for Pupil Premium and Service Pupil Premium and then those who are not eligible for Pupil Premium and Service Pupil Premium.

56. The proposed over subscription criteria would prioritise pupils eligible for Pupil Premium or Service Pupil Premium over those who are not eligible for Pupil Premium or Service Pupil Premium for whom a higher priority (criteria 1-5) does not apply.

57. The proposed oversubscription criteria is –

1) Pupils who are either currently or have previously been 'looked after'

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

3) Pupils who live within the catchment area normally served by the preferred school.

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.

5) Pupils with a sibling at the preferred school at the time of admission.

6) Other applications for whom no previous criteria applies (previously called distance) where a pupil is eligible for Pupil Premium or Service Pupil Premium ordered from closest to furthest from school.

7) Other applications for whom no previous criteria applies (previously called distance) where a pupil is not eligible for Pupil Premium or Service Pupil Premium ordered from closest to furthest from school.

58. The City of York admissions policies for reception have had no significant changes from those previously determined.

## VA and Academy Proposals

59. The proposed Year 7 admission arrangements for all Secondary Schools within the York Schools and Academies Board are proposing to prioritise Pupil Premium and Service Pupil Premium eligibility above none eligible applications within the over subscription criteria.

60. Each Multi Academy Trust (MAT) will be consulting on their admission arrangements for 2027 applications and their draft policies.

61. The final MAT decision on Admission Arrangements will be subject to their own consultation results and determination.

## Catchment Areas

62. Catchment areas are designed to be reasonable and clearly defined. The following factors are taken into account when considering changes in catchment area:

    a) The number of children (pupil yield) expected from new housing developments.
    b) The geographical location of 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 new housing developments and therefore the associated potential funding available for any necessary expansion work.

63. There are no catchment changes proposed within this consultation.

## Admission Consultation Responses

64. All maintained schools and academies in York were asked for their comments on admission arrangements and proposed PANs. The consultation survey had 8 respondents who left their contact details with the survey being accessed 18 times.

65. The open admission consultation which was available to the general public, stakeholders and other interested parties the consultation survey had 7 respondents who left their contact details with the survey being accessed 20 times.

66. As each year the Admission Arrangements Consultation receives so few respondents and responses to proposed changes to the Admission Arrangements, a review of the consultation process and questions asked will be conducted before the Admission Consultation for 2028 admissions in a bid to increase the number of respondents and improve the responses received.

67. Any responses/comments relating directly to a proposed change by a Multi Academy Trust have been forwarded to the Trust to consider within their admission arrangements determination.

68. Any additional responses/comments relating directly to the consultation and City of York proposals or the consultation process have been categorised below as either PAN consultation response, admission policy consultation response or catchment area consultation response.

## PAN Consultation Responses

69. A PAN response was received to support the PAN reduction at Clifton Green Primary School, the PAN reduction would allow the school to plan with budget and allow for controlled staff planning.

**Admission Policy Consultation Responses**

70. An Admission Policy consultation response received was received to support the new over subscription proposal as children who live in catchment or have a sibling at the school still retain their current priority order whilst those Pupil Premium or Service Pupil Premium pupils from outside area now gain preference over distance. This seems to be equitable. However, the respondent did advise that they would still have expected a distance category to be required for those children who are outside catchment and not Premium eligible. To clarify, there is still a criteria of pupils with a distance criteria without Pupil Premium or Service Pupil Premium eligibility.

71. A second response regarding Admission Policies received to ask if the change to oversubscription criteria will be made to the Reception Policies at a later date. There are currently no plans to amend the oversubscription criteria for other year groups.

**Catchment Area Changes Responses**

72. There are no catchment area changes.

73. There were no catchment area responses received.

## Organisational Impact and Implications

74. The report demonstrates that all relevant implications of the proposals have been considered with the service area responses shown below.

- **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)** - If the proposal to reduce pupil numbers impacts on the school establishment i.e. the need to reduce staffing numbers, the relevant policies and procedures will be followed to support the process.
- **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 Wednesday 8 October to Friday 21 November 2025 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.

- **Procurement** – No procurement implications

- **Health and Wellbeing -** Public Health support the paper in allowing CYC to fulfil its statutory function re school places and also its commitment to continue to monitor reduced school places. Education is a cornerstone in reducing health inequalities.

- **Environment and Climate action -** A school admissions process which encourages children to attend their local school has beneficial implications in terms of environment with lower emissions and they are more likely to use sustainable modes of travel.

- **Affordability -** This report ensures fair access to educational opportunity; to help fulfil every child's educational potential and opportunities going forward.

- **Equalities and Human Rights -** A full EIA is included at Annex A.
- **Data Protection and Privacy -** The data protection impact assessment (DPIAs) screening questions were completed for the recommendations and options in this report and as there is no personal, special categories or criminal offence data being processed to set these out, there is no requirement to complete a DPIA at this time. However, this will be reviewed following the approved recommendations and options from this report and a DPIA completed if required.
- **Communications** - There are no direct corporate communication and engagement implications, with no proactive corporate communications around this issue planned. We will, of course, respond accordingly to any media interest in the report.
- **City Development/Economy** - Robustly planned education services and infrastructure are essential to supporting the city's current and future productivity and competitiveness and supporting our physical growth aspirations. The report is welcomed in this respect

## Risks and Mitigations

75. One risk with regards to reducing the Publish Admission Number within a school, is reducing the number of places in schools as the year group moves through the school. In year movement is difficult to plan and make projections for, where a school reduces its PAN there will be fewer places available in year which can be particularly challenging when that year group is restricted by infant class size limits of 30. It is vital that we monitor school place sufficiency and have processes in place to provide reasonable offers where necessary to ensure compliance with statutory duty.

76. The further risk relates to the financial implications for schools with a reduction in the PAN and therefore a reduction in funding. However, PAN reductions are ordinarily requested to assist with school finances, reduce surplus places and provide school places in line with local demand while better managing the school organisation.

## Wards Impacted

77. All Wards

# Contact details

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

## Author

| | |
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| **Report approved:** | Maxine Squire |
| **Date:** | 06/11/2025 |

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| **Report approved:** | Maxine Squire |
| **Date:** | 06/11/2025 |

## Background papers

School Admissions Code 2021

## Annexes

| | |
|---|---|
| Annex A | Equalities Impact Assessment (EIA) |
| Annex B | Data Protection Impact Assessment (DPIA) checklist and questionnaire for Admission Consultation Report |
| Annex C | Coordinated Admissions Scheme - Primary and Infant Schools for Reception DRAFT |
| Annex D | Coordinated Admission Scheme – Junior schools for Year 3 DRAFT |
| Annex E | Coordinated Admissions Scheme – Secondary Schools for Year 7 DRAFT |
| Annex F | CVC Admissions Policy – Primary and Infant schools for reception DRAFT |
| Annex G | CVC Admissions Policy – Secondary Schools for Year 7 DRAFT |

| | |
|---|---|
| Annex H | Archbishop Holgate's Church of England School – Admissions Policy DRAFT |
| Annex I | Ebor Academy Trust – Admissions Policy DRAFT |
| Annex J | Ebor Academy Trust – In Year Policy DRAFT |
| Annex K | Excel Learning Trust - Admissions Policy DRAFT |
| Annex L | Heworth Church of England Primary School – Admissions Policy DRAFT |
| Annex M | Heartwood Learning Trust – Admissions Policy DRAFT |
| Annex N | Manor Church of England Academy – Admissions Policy DRAFT |
| Annex O | Naburn Church of England Primary School – Admissions Policy |
| Annex P | Pathfinder MAT – Admissions Policy DRAFT |
| Annex Q | Archbishop Holgate's Church of England School – Supplementary Information Form DRAFT |
| Annex R | Heworth Church of England Primary School – Supplementary Information Form DRAFT |
| Annex S | Manor Church of England Academy – Supplementary Information Form DRAFT |
| Annex T | Archbishop Holgate's Church of England School - Year 12 Admissions Policy DRAFT |
| Annex U | Huntington School - Year 12 Admissions Policy DRAFT |
| Annex V | Joseph Rowntree School - Year 12 Admissions Policy DRAFT |
| Annex W | Huntington School - Year 12 Application Form DRAFT |
| Annex X | Joseph Rowntree School - Year 12 Application Form – Internal Students DRAFT |
| Annex Y | Joseph Rowntree School - Year 12 Application Form – External Students DRAFT |
| Annex Z | Published Admission Number Matrix |
| Annex AA | In Year Coordinated Admissions Scheme - DRAFT |
| Annex AB | In Year Admissions Policy for Community and Voluntary Controlled Schools – DRAFT |
| Annex AC | Primary School Application Form 2027 DRAFT |
| Annex AD | Junior School Application Form 2027 DRAFT |
| Annex AE | Secondary School Application Form 2027 DRAFT |
| Annex AF | In Year School Application Form 2027 DRAFT |
| Annex AG | DPIA checklist for Admission Consultation Report |

**ANNEX A**

**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 2027 – 2028 |
| **Lead officer:** | Rachelle White |
| **Date assessment completed:** | 03/11/2025 |

| **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** | **What is the purpose of the proposal?**<br>Please explain your proposal in Plain English avoiding acronyms and jargon. |
| | *To comply with School Admissions Code 2021 by consulting on the School Admission Arrangements for Admissions in 2027-2028* |

| | |
|---|---|
| **1.2** | **Are there any external considerations?** (Legislation/government directive/codes of practice etc.) |
| | *School Admissions Code 2021* |

| | |
|---|---|
| **1.3** | **Who are the stakeholders and what are their interests?** |
| | *City of York Council – fulfilling their statutory duty to provide school places for children and young people living in York*<br>*Multi Academy Trusts – also complying with School Admissions Code 2021*<br>*Other Local Authorities – ensuring school place sufficiency in particular in schools close to LA borders*<br>*Families (parents & guardians, children & young people) – children and young people being allocated and attending school within the city.* |

| | |
|---|---|
| **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. |
| | *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.*<br>*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.* |

## 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** |

| | | | |
|---|---|---|---|
| **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** | **Increased priority for pupil eligible for Pupil Premium** | **0** | **L** |
| **Veterans, Armed Forces Community** | **Increased priority for pupil eligible for Service Premium** | **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.

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

## 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 quality 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** |
|---|---|
| - **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.<br>The changes in oversubscription criteria for pupils eligible for Pupil Premium and Service Premium are positive changes in line with the city commitment to the Sutton Trust Fair Admissions pledge. |
| | |

## 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 |

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**ANNEX B**

***CYC DPIA screening May 2025 – v6.0***

**Data Protection Impact Assessment Screening Questionnaire**

To confirm whether a full DPIA is required please go through the below and tick any boxes that are relevant.

| | |
|---|---|
| **Ref number:** | |
| **Name and Job title:** | **Rachelle White School Admissions Manager** |
| **Date:** | **06/11/2025** |
| **Description -** Explain broadly what you aim to achieve and what type of processing it involves. You may find it helpful to refer or link to other documents, such as a project proposal, business case etc. | |
| To determine admission arrangements for 2027-2028 admissions following a consultation as required by School Admissions Code 2021 | |



Are you:

☒ starting a new (or reviewing an existing) project involving the use of personal data.

Are you planning to carry out any

☐ evaluation or scoring

☐ automated decision-making with significant effects;

☐systematic monitoring;

☐ processing of sensitive data or data of a highly personal nature

☐ processing on a large scale

☐ processing of data concerning vulnerable data subjects

☐ innovative technological or organisational solutions

☐ processing that involves preventing data subjects from exercising a right or using a service or contract.

☐ profiling to make decisions about people

☐ automated decision-making to make decisions about people

☐ process special-category data or criminal-offence data

☐ systematically monitor a publicly accessible place eg CCTV

☐ use innovative technology in combination with any of the criteria in the European guidelines

☐ use profiling to help make decisions on someone’s access to a service, opportunity or benefit

☐ use automated decision-making to help make decisions on someone’s access to a service, opportunity or benefit

☐ use special category data to help make decisions on someone’s access to a service, opportunity or benefit

☐ carry out profiling on a large scale

☐ process biometric or genetic data in combination with any of the criteria in the European guidelines

☐ combine, compare or match data from multiple sources

☐ process personal data without providing a privacy notice directly to the individual in combination with any of the criteria in the European guidelines

☐ process personal data in a way that involves tracking individuals' online or offline location or behaviour, in combination with any of the criteria in the European guidelines

☐ process children's personal data for profiling or automated decision-making or for marketing purposes, or offer online services directly to them

☒ process personal data that could result in a risk of harm in the event of a breach

☐ a change to the nature, scope, context or purposes of existing processing



If you have ticked any of the boxes above, you must complete a full DPIA. Please contact information.governance@york.gov.uk who will be able to advise and support you to do this

If you have not ticked any of the boxes above, you are not required to complete a full DPIA. However, we must record all decision making regarding DPIA, so please send your completed screening questionnaire to information.governance@york.gov.uk

**Data Protection Impact Assessment (DPIA)**

**Why do I need to complete a DPIA?**

This process is a mandated legal requirement of data protection legislation to ensure that privacy concerns have been considered and actioned to ensure the security and confidentiality of the personal identifiable information.



**When do I need to complete a DPIA?**

This document must be completed for any proposed, new or change in process, service, technology, or project which may or will be processing personal identifiable information. It must be completed before change, implementation, or procurement.

**Who should complete a DPIA?**

The DPIA should be initiated and completed by either the relevant Project Manager, Manager or Information Asset Owner/Administrator (IAO/IAA) Intranet | Information on the roles of SIRO, IAO, IAA, DPO and CG (york.gov.uk) in the area proposing the change.

It is advisable to include the following where appropriate:

- information governance team
- ICT & information security team
- web services team
- legal services
- procurement
- relevant stakeholders
- any data processors (including 3rd party suppliers)

Following completion of the DPIA, if it identifies a high risk and you cannot do anything to reduce it, we must consult with the ICO as set out in data protection legislation. You must not go ahead with the processing until this has been done and the ICO has provided their decision or outcome Do we need to consult the ICO? | ICO You must contact information.governance@york.gov.uk who will lead on this with the ICO.

The DPIA must be approved and signed by the IAO/IAA or appropriate senior manager before the system goes live and/or the new or changes to processing, starts.

**What Next?**

Please complete the screening questionnaire on the next page, if you answer yes to any of the screening questions you will be required to complete the full DPIA with as much detail as possible and return the completed from to information.governance@york.gov.uk

Further guidance on DPIAs can also be found on the Information Commissioner's website www.ico.gov.uk

**What does 'large scale' mean?**

The legislation does not contain a definition of large-scale processing, but to decide whether processing is on a large scale you should consider:

- the number of individuals concerned.
- the volume of information.
- the variety of information.
- the duration of the processing; and
- the geographical extent of the processing.

Examples of large-scale processing include:

- a hospital (but not an individual doctor) processing patient information.
- tracking individuals using a city's public transport system.
- an insurance company or bank processing customer information.

- a search engine processing data for behavioural advertising; or
- a telephone or internet service provider processing user information.

**ANNEX B**

**Data Protection Impact Assessment Screening Questionnaire**

To confirm whether a full DPIA is required please answer the below questions for how you are planning to or already do use, personal identifiable information e.g. personal data, special categories of personal data or criminal offence and conviction data

| | |
|---|---|
| **Ref number:** | |
| **Name and Job title:** | **Rachelle White School Admissions Manager** |
| **Date:** | **06/11/2025** |

**Description -** Explain broadly what you aim to achieve and what type of processing it involves. You may find it helpful to refer or link to other documents, such as a project proposal.

To determine admission arrangements for 2027-2028 admissions following a consultation as required by School Admissions Code 2021 which is an annual process.

As part of the consultation, respondents can provide their response to the draft admission arrangements via an online surveymonkey which asks for the personal details (name, address, contact details, position (if applying for a school or MAT)) a response can be provided without these.

This information is collated by surveymonkey and passed to the School Admission Manager for consideration as part of the consultation process. The details of the respondent is not shared within the Admission Consultation report.

This information is kept securely within CYC folders with limited access to CYC staff only.

If a response is regarding a Multi Academy Trust then the response and details are forwarded to the relevant MAT for consideration during their determination which is clearly stated in Admission Consultation information.

| **Screening Questions –** | | **Yes or No** |
|---|---|---|
| 1 | Use systematic and extensive profiling or automated decision-making to make significant decisions about people. | N |
| 2 | Process special category data | N |
| 3 | Process criminal offence data | N |

| | | |
|---|---|---|
| 4 | Systematically monitor a publicly accessible place | N |
| 5 | Use new technologies, innovative technological or organisational solutions. | N |
| 6 | Use profiling, automated decision-making or special category data to help make decisions on someone's access to a service, opportunity, or benefit. | N |
| 7 | Carry out profiling including evaluation or scoring | N |
| 8 | Process biometric or genetic data. | N |
| 9 | Combine, compare, or match data from multiple sources. | N |
| 10 | Process personal data without providing a privacy notice directly to the individual and/or other processing involving preventing data subjects from exercising a right or using a service or contract. | N |
| 11 | Process personal data in a way which involves tracking individuals' online or offline location or behaviour or other systematic monitoring | N |
| 12 | Process children's personal data for profiling or automated decision-making or for marketing purposes or offer online services directly to them. | N |
| 13 | Process personal data which could result in a risk of harm in the event of a data or information security breach. | Y |
| 14 | Any other processing that is large scale, involves profiling or monitoring, decides on access to services or opportunities, or involves sensitive data or vulnerable individuals. | N |
| 15 | Processing that may result in significant/high risks that cannot be reduced after taking any/all mitigating measures | N |

If you have answered YES to any of the questions above, you must complete the full DPIA **in the next section** and return it to information.governance@york.gov.uk

If you have answered **NO** to **ALL** questions, **you are not required to complete a full DPIA**. However, we must record all decision making regarding DPIA, so please send your completed screening questionnaire to information.governance@york.gov.uk

**ANNEX B**

## Data Protection Impact Assessment (DPIA)

| | |
|---|---|
| **Reference Number (if applicable)** | |
| **Lead/contact name:** | Rachelle White |
| **Directorate:** | Education & Skills |
| **Service Area:** | Inclusive Mainstream |
| **Data controller details:** | Rachelle White and Business Intelligence |
| **Data processor details:** | Rachelle White |
| **Information Asset Owner:**<br>(All systems/assets must have an Information Asset Owner (IAO). Intranet \| Information on the roles of SIRO, IAO, IAA, DPO and CG (york.gov.uk) | Rachelle White |
| **Information Asset Administrator:**<br>(All systems / assets usually have an Information Asset Administrator (IAA) who reports the IAO as stated above. Intranet \| Information on the roles of SIRO, IAO, IAA, DPO and CG (york.gov.uk) | Rachelle White |
| **Customers and stakeholders:**<br>Please list all involved including both internal and external parties | Any consultations respondents<br>Any Multi Academy Trust (MAT) for whom a response may be received and passed directly to them for consideration – the list of MATS are<br>Yorkshire Learning Trust<br>Pathfinder Multi Academy Trust<br>Excel Learning Trust<br>Heartwood Learning Trust<br>Ebor Academy Trust<br>TEAL<br>Nicholas Postgate Catholic Trust |

| | |
|---|---|

**Step 1 – Identify the need for a DPIA**

Hints and tips to complete this section:

*See above DPIA screening questions*

*It was identified that a DPIA would be needed ***.*

*The purposes of the proposed, new or change in process, service, technology, or project are ****this could be copies of extracts from or links to project docs, business cases etc****
*The above will realise several benefits including: *** e.g. what are the expected benefits for individuals/the council etc*

*See customers and stakeholders above and/or describe when and how you will seek individuals' views – or the reasons it's not appropriate to do so and/or refer to the equalities impact assessment Intranet | Equalities and human rights (york.gov.uk)*

*If you need to describe "purposes" because there are no other documents, consider the below points*

- *what do you want to achieve*
- *what is the intended effect and/or outcome for individuals, the council etc*
- *are there any unintended effects and/or outcomes for individuals, the council etc*

To determine admission arrangements for 2027-2028 admissions following a consultation as required by School Admissions Code 2021 which is an annual process.

As part of the consultation, respondents can provide their response to the draft admission arrangements via an online surveymonkey which asks for the personal details (name, address, contact details, position (if applying for a school or MAT)) a response can be provided without these.

This information is collated by surveymonkey by Business Intelligence is then passed to the School Admission Manager for consideration as part of the consultation process.

The details of the respondent is not shared within the Admission Consultation report.

This information is kept securely within CYC folders with limited access to CYC staff only.

If a response is received regarding a Multi Academy Trust then the response and details are forwarded to the relevant MAT for consideration during their determination which is clearly stated in Admission Consultation information.

**Step 2 – Describe the information flow**

Hints and tips to complete this section:
*The collection, use and deletion of information should be described here.*
*It may be useful to use a flow diagram or another visual way or data map/flow/list to explain information flows*.

- Respondent completes a surveymonkey at School Admissions Consultation 2027 to 2028 – City of York Council which requests a respondents details (but a response can be provided without these details). Details requested are name, address, email address for parent/carers/interested parties. Details requested are name, address, email address, school and role for school/MAT responses.
- The information is collated by Business Intelligence via the surveymonkey.
- The information is passed to Rachelle White, School Admissions Manager.
- The information is stored on the CYC L drive with limited access
- If a respondent provides as response relating to a change to the admission arrangements of a MAT, Rachelle will forward the response and respondents details to the relevant MAT contact vis secure email.
- The response will be included in determination report but not the respondents details.

| Provide details of personal, special category and criminal offence data being processed by checking all options that apply. Add any additional items and their description, in the 'other' option. | | | |
|---|---|---|---|
| **Personal data** | | | |
| Name | ☒ | NHS Number | ☐ |
| Address | ☒ | NI Number | ☐ |
| Post Code | ☒ | IP Address | ☐ |
| Date of Birth/Age/Age group | ☐ | Photograph | ☐ |
| Telephone Number(s) | ☐ | Email Address | ☒ |
| Other: Please describe | ☒ | If a school or MAT response their role and school is also requested | |
| **Special Category Data** | | | |
| Religion | ☐ | Ethnicity | ☐ |
| Health Information | ☐ | Trade Union Membership | ☐ |
| Political Opinions | ☐ | Sexual Orientation | ☐ |
| Biometric Data | ☐ | Criminal offence and/or history | ☐ |
| Other: Please describe e.g. Carer | ☐ | | |
| **Criminal offence data** | | | |
| Please describe: | | | ☐ |

| **Provide details of data subjects - checking all that apply. Add any additional items in the 'other' option.** | | | |
|---|---|---|---|
| Residents | ☐ | Customers/Clients/Citizens | ☐ |
| Children/young people | ☐ | Vulnerable people/groups | ☐ |
| Staff/employees/agency staff | ☐ | Volunteers | ☐ |
| Other: Please describe | ☐ | | |

**Step 3a – Identifying risks & solutions**

**ANNEX B**

The following questions will highlight any risks associated with the principles of the UK General Data Protection Legislation (UK GDPR) and Data Protection Act 2018 (DPA) and other privacy legislation

Where a risk is identified, it should be carried forward to the table in Step 3b below, where mitigation and evaluation should be recorded.

| Data protection/ privacy Issue | Response | Risk (Yes/No) |
|---|---|---|
| Who is the IAO and IAA? | Rachelle White | |
| How many individuals will be affected | The number of respondents who provide a response. This is usually less than 10. | No |
| What is the nature of the relationship with the data subjects? | Surverymonkey respondents | No |
| How will information be collected and/or what is the source of the information? | Online surveymoney information provided by respondents | No |
| Who will have access to the information? | Rachelle White, School Admissions Manager, School Admissions Team, some members of the Inclusive Education Service area. | No |
| Is any information shared within CYC? | Business Intelligence to Rachelle White only | No |
| Is any information shared externally with other organisations? | If a response is regarding a Multi Academy Trust then the response and details are forwarded to the relevant MAT for consideration during their determination which is clearly stated in Admission Consultation information. | No |

| | | |
|---|---|---|
| What is the lawful basis for processing personal data? | *Article 6*<br><br>**(a) Consent:** the individual has given clear consent for you to process their personal data for a specific purpose.<br>**(b) Contract:** the processing is necessary for a contract you have with the individual, or because they have asked you to take specific steps before entering into a contract.<br>**(c) Legal obligation:** the processing is necessary for you to comply with the law (not including contractual obligations).<br>**(d) Vital interests:** the processing is necessary to protect someone's life.<br>**(e) Public task:** the processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.<br>**(f) Legitimate interests:** the processing is necessary for your legitimate interests or the legitimate interests of a third party, unless there is a good reason to protect the individual's personal data which overrides those legitimate interests. (This cannot apply if you are a public authority processing data to perform your official tasks.) | |
| What is the lawful basis for processing special categories of personal data | *Article 9*<br><br>(a) Explicit consent<br>(b) Employment, social security and social protection (if authorised by law) | |

| | | |
|---|---|---|
| | (c) Vital interests<br>(d) Not-for-profit bodies<br>(e) Made public by the data subject<br>(f) Legal claims or judicial acts<br>(g) Reasons of substantial public interest (with a basis in law)<br>(h) Health or social care (with a basis in law)<br>(i) Public health (with a basis in law)<br>(j) Archiving, research and statistics (with a basis in law) | |
| What is the lawful basis for processing criminal conviction or offences including past criminal convictions or offences | *Article 10*<br>*No* | |
| Will information be processed in a way that goes beyond an individual's reasonable expectations? | No | |
| Do we have any previous experience of this type of processing? | Yes | |
| How will you tell the individuals about the use of their information? | Privacy notice is included on the surverymonkey as well as confirmation that any MAT response will be forwarded to the relevant MAT for their consideration | |
| Does the privacy notice cover the processing activities, or does it need amending? | Yes included in the privacy notice | |

| | | |
|---|---|---|
| If you are relying on consent to process personal information, how will this be collected and what will you do if it is not given or withdrawn? | If consent is withdrawn we can remove the response, advised the respondent that the response will not be considered in any determination.<br>If the information has already been shared with a MAT we will advise them accordingly. | |
| **Purpose Limitation** | | |
| Have you identified all the purposes at Step 1 for which you will use information? | Yes | |
| Does the processing achieve your purpose(s)? | Yes | |
| Is there another way to achieve the same outcome? | No a consultation is a legal requirement in the School Admissions Code 2021 | |
| How will you ensure data minimisation i.e. only collecting/processing the minimum amount for the purpose(s)? | Minimal involvement of staff members (only BI and Rachelle White)<br>Only essential information requested<br>Information passed on to designed MAT contact only. | |
| How will you ensure there is no “function” or processing creep? | Set defined process with limited access to staff and no deviation from process | |
| | | |
| Can you ensure that the data collected is good enough for the intended purpose? | Only relevant/necessary information requested (response can be provided without the information) | |
| Is there any information that could be removed or anonymised | No | |

| | | |
|---|---|---|
| without compromising the purpose(s) set out at Step 1? | | |
| **Accuracy** | | |
| Can the information be amended and/or deleted if required? | Yes | |
| How will you ensure information used will be accurate and up to date? | Yes | |
| | | |
| Have you established retention periods for the information? | Checked retention schedule with IG – no exact record type however will check the admissions code to see if it is noted in guidance. | |
| Does the new processing/system allow you to delete information in line with the retention periods? | Yes | |
| If there is a business need to retain information beyond the retention period, e.g. historical trend analysis, can the data be anonymised at this point? | No | |
| Have you checked if there is there a legal or other requirement to transfer the data at the end of the retention period for permanent preservation e.g. City or National Archives? If there is, how will this be done? | Not required | |
| How will it be destroyed/deleted or transferred? | Deleted from L drive no other copies held. | |

| | | |
|---|---|---|
| **Security** | | |
| If required, has the information security technical checks/questions been completed and approved by ICT/ICT security? OR has it identified any risks? | NA | |
| Where will the information be stored? | *CYC L drive in Admissions folder with limited access* | |
| Does the new or current system/ procedure/processing provide adequate protection against security risks? | Yes | |
| What is the current state of technology in this area and/or are there any relevant advances in technology or security? | Standard CYC security | |
| What training and guidance is or will be given to staff? | Information processed by Rachelle White not training required of other staff | |
| What data protection training has been undertaken by staff? | *All CYC staff are required to complete regular mandatory DP and information security training – MyLo* | |
| If a third party is being used, what is the data protection relationship e.g. independent controllers, joint controllers, controller / processor, or processor/controller? | NA | |

| | | |
|---|---|---|
| If a third party is being used, is there a contract in place with the appropriate UK GDPR/DPA 2018 clauses and schedule if needed? | NA | |
| If a third party is being used, how have you checked that their processes are UK GDPR/DPA 2018 compliant? | *NA* | |
| Is the third party signed up to any approved code of conduct or certification scheme e.g., | *NA* | |
| **International Transfers** | | |
| Will you transfer information outside of the EEA? | No | |
| If transferring data outside of the EEA, does the country/ organisation demonstrate an adequate level of data protection? | No | |
| If transferring information outside of the EEA, how will you ensure that the information is transferred securely? | NA | |
| Will you be using 'Cloud Based' systems to store or transfer information? If so, where is the geographical location of the server and does the system demonstrate and adequate level of data protection? | No | |

| | | |
|---|---|---|
| **Rights of the Data Subject** | | |
| How will you manage rights of individuals requests e.g. Subject Access Requests (SARs), request to rectify data, request to be forgotten, objection to processing, restriction? | *CYC policies and procedures -* *information.governance@york.gov.uk* *If a SAR is requested this information would be included* | |
| Does the system involve automated decision making? If so, do you have a process in place to facilitate human intervention? | No | |
| **Accountability** | | |
| As a result of this new or change to processing, do you need to update entries in the Information Asset Register (IAR)/ROPA etc? | No | |
| As a result of this new or change to processing, do you need to update any Policies or Procedures? | No | |
| As a result of this new or change to processing, do you need to consider any Codes of Practice, regulatory guidance etc? | No | |

**Step 3b – Identifying risks & solutions**

| What are the risks and mitigations about data processing?<br><br>Required information: privacy risks identified, mitigation/solution, evaluation (i.e. is the risk eliminated/reduced/accepted).<br><br>Treat this in the same way as defining project risks but look at it from a customer and data point of view. It is good practice to include the risks identified here in the project or service area risk register so that they are monitored throughout the lifecycle of the project and/or service provision.<br><br>Transfer any risks identified in Step 3a above into the below table, i.e. all those where Risk is Yes. | | |
|---|---|---|
| **Risk** | **Mitigation / Solution(s)** | **Evaluation**<br>*Is the risk eliminated, reduced, or accepted?* |
| *Personal/special categories data/criminal offence data transfer*<br>• *More than is necessary*<br>• *Not accurate / up to date*<br>• *Not by secure methods* | Only the minimum amount of information is being collected as part of the consultation<br>Survey Monkey is an approved tool for CYC use – no ICT security issues. | *RA* |
| *Individuals/data subjects are not* | Privacy notice(s) to be reviewed/updated if required<br>CYC policies and procedures for ROIs – information.governance@york.gov.uk | *RA* |

| | | |
|---|---|---|
| *informed or can access their rights* | Intranet \| Data Protection, Privacy, and Information Governance (york.gov.uk)<br><br>https://www.york.gov.uk/privacy/SchoolsServicesAdmissionsTransportAndAppeals | |
| Data breaches: Personal information may be exposed, leading to identity theft or fraud, financial fraud, physical harm, or other forms of malicious use e.g. | risk of data breach is low:<br>• CYC ICT data security and cybersecurity measures<br>• Use of passwords and logins to system(s)<br>• Carry out staff training<br>• Service area(s) to review their DR/BCP plans to ensure any loss of access to systems/data is covered, are efficient, and effective | *RA* |
| *Breach notification obligations to ICO/NHS etc: If a data breach occurs due to insufficient security, the organisation may fail to meet its obligation to promptly notify affected individuals and relevant authorities.* | CYC policies and procedures in place for the reporting of data breaches to the ICO | *RA* |
| *Information could be accessed or shared without individuals' consent, violating their right to privacy.* | • CYC ICT, HR, information governance policies and procedures<br>• Use of passwords and logins to system(s)<br>• Carry out staff training | *RA* |
| *Non-compliance with data protection and* | • DPIA<br>• DSA – covered in education general | *RA* |

| | | |
|---|---|---|
| *privacy legislation/regulations resulting in regulator action/sanctions including potential fines and legal action.* | • Privacy notices to be drafted/ reviewed<br>• Compliance monitoring e.g. through internal audits etc | |
| *Improper system /records access* | CYC organisational and technical measures such as<br>• User designation,<br>• user permissions limited based on access requirements for role | *RA* |
| *Unlocked device with unauthorised access to system* | CYC organisational and technical measures such as<br>• Standard work policy to lock device when leaving desk.<br>• Autolock<br>• Rolling password changes | *RA* |
| *Privacy notice does not reflect processing activity* | Privacy notice has been reviewed and is already published on CYC website | *RA* |
| *Retention periods are not adhered to* | Query regarding retention period – ongoing | *RA* |
| *IAR/ROPA is not up to date* | IAR/ROPA will be updated to include all new and updated assets and new processing activities – JB to check IAR | *RA* |
| *Policies and procedures do not reflect new project/new or change to processing* | N/A | |
| *Financial loss from breaches and subsequent legal action and/or* | Insurance policies in place | |

| | | |
|---|---|---|
| *insurance claims from individuals could result in financial losses, including legal fees, fines, and compensation to affected individuals* | | |
| *inability to access services or opportunities* | No implications on school places | *RA* |
| *loss of control over the use of information;* | ICT security systems in place for securing the CYC network | |



**Some other examples of actions that can reduce risks are**

- taking additional technological security measures; or using a different technology; training staff to ensure risks are anticipated and managed.
- anonymising or pseudonymising data where possible.
- writing internal guidance or processes to avoid risks.
- putting clear data-sharing agreements into place with all partners.
- offering individuals the chance to opt out where appropriate; or
- implementing new systems to help individuals to exercise their rights

**Step 5 – Record of outcomes and sign off**

Please complete the sign off section below and email a copy of the full document to information.governance@york.gov.uk
Where it is identified that the processing is likely to result in a high risk to individuals, approval will need to be gained from the Senior Information Risk Owner and/or Chief Operating Officer and/or the Information Commissioner's Office. Please see Do we need to consult the ICO? | ICO

| | Yes/No | Date | Name | Position |
|---|---|---|---|---|
| **Confirm ongoing or outstanding actions will be integrated to the project or service plan with date and name and position of who responsible** | | | | |
| **Residual risks approved:** | | | | |
| **DPO/Information Governance advice provided:** | | | | |
| **Summary of DPO/ Information Governance advice:** Privacy notice in place to cover the consultation, DSA in place with MATs for any information shared. Only remaining query is regarding the retention period for the records. RW to check schools admissions code and ask regional groups. | | | | |
| **DPO/Information Governance advice accepted.** | | | | |
| **If not accepted, please explain the reasons:** | | | | |

| **Project/Process Sponsor** | |
|---|---|
| **Name** | Rachelle White |
| **Job Title** | School Admissions Manager |
| **Signature** | |
| **Date** | 13/11/2025 |

| **Information Asset Owner** | |
|---|---|
| **Name** | Rachelle White |
| **Job Title** | School Admissions Manager |
| **Signature** | |
| **Date** | 13/11/2025 |

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| Data protection/information governance | |
|---|---|
| **Name** | James Bailey |
| **Job Title** | IG Adviser |
| **Signature** | |
| **Date** | 13/11/2025 |

**ANNEX C**

# Primary and Infant Schools in the City of York Local Authority area Coordinated Admissions Scheme

## Reception entry 2027 - 2028

Last Updated: June 2025

Last Approved:

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CITY OF YORK COUNCIL

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## 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 2027.
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.

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## 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 2027'.
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 Admissions 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 Admissions Team. Applicants from outside the City of

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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 2027. 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.

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**ANNEX C**

## 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 2027, 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.

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**ANNEX C**

## 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.

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**ANNEX C**

## 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.

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## 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 2027 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.

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**ANNEX C**

## G: Waiting Lists

1. A waiting list will be compiled for all oversubscribed schools and kept until at least 31 December 2027.
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.

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## 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.

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## I: Timetable

**By 12 September 2026:** Guide for Parents published online at www.york.gov.uk/guideforparents.

**By 12 September 2026:** Opening date for applications. 'School admissions application for Primary School in September 2026' form made available and online applications start to be accepted at www.york.gov.uk/schooladmissions.

**By 15 November 2026:** 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 2027, informing parent/carers that applications should be made online by 15 January 2027. 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 2027' form.

**15 January 2027:** Closing date for 'on-time' applications (both online and by paper 'School admissions application for Primary School in September 2027' form).

**From 16 January 2027:** Applications received may be treated as 'late'.

**By 22 January 2027:** Communicate the total number of first preferences expressed to each City of York primary and infant school.

**By 25 January 2027:** 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 2027:** 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 2027:** 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 2027:** Receive completed ranked lists of all preferences from Voluntary Aided and Academy schools within the City of York area.

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**By 18 February 2027:** 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 2027:** 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 2027:** 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 2027:** 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 2027:** 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 2027:** 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 2027 or next working day:** Allocations communicated to City of York resident applicants by email and/or by letter.

**27 April 2027 to 31 August 2027:** Communicate adjustments to allocations to schools and other admission authorities.

**17 May 2027:** Deadline for return of appeal papers for ‘on-time’ applicants. Subject to determined term dates for 2026-20267

**7 June 2027 to 19 July 2027:** Admissions appeals for ‘on-time’ applicants. Subject to determined term dates for 2026-2027

**September 2027:** Start of the school year.

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**31 December 2027:** Earliest date waiting lists may close – the exact date for each admission authority may vary according to their admissions arrangements.

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## J: Contact details for correspondence

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

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## K: City of York Primary and Infant Schools

- Acomb Primary (Academy, 4-11)
- Badger Hill Primary (Academy, 4-11)
- Bishopthorpe Infant (Academy, 5-7)
- Burton Green Primary (Academy, 2-11)
- Carr Infant (Community, 3-7)
- Clifton Green Primary (Community, 3-11)
- Clifton with Rawcliffe Primary (Academy, 3-11)
- Copmanthorpe Primary (Community, 3-11)
- Dringhouses Primary (Community, 4-11)
- Dunnington CE Primary (Academy, 5-11)
- Elvington CE Primary (Voluntary Controlled, 4-11)
- Fishergate Primary (Community, 3-11)
- Haxby Road Primary (Academy, 2-11)
- Headlands Primary (Community, 4-11)
- Hempland Primary (Academy, 4-11)
- Heworth CE Primary (Academy, 5-11)
- Hob Moor Community Primary (Academy, 3-11)
- Huntington Primary (Academy, 5-11)
- Knavesmire Primary (Academy, 3-11)
- Lakeside Primary (Academy, 5-11)
- Lord Deramore's Primary (Voluntary Controlled, 4-11)
- Naburn CE Primary (Academy, 4-11)
- New Earswick Primary (Voluntary Controlled, 2-11)
- Osbaldwick Primary (Academy, 3-11)
- Our Lady Queen of Martyrs RC Primary (Academy, 3-11)
- Park Grove Primary (Academy, 5-11)
- Poppleton Ousebank (Academy, 3-11)
- Poppleton Road Primary (Academy, 3-11)
- Ralph Butterfield Primary (Community, 4-11)
- Robert Wilkinson Primary (Academy, 2-11)
- Rufforth Primary (Academy, 4-11)
- Scarcroft Primary (Academy, 4-11)
- Skelton Primary (Academy, 3-11)
- St Aelred's RC Primary (Academy, 3-11)
- St Barnabas' CE Primary (Voluntary Controlled, 5-11)
- St George's RC Primary (Academy, 3-11)
- St Lawrence's CE Primary (Academy, 3-11)
- St Mary's CE Primary (Voluntary Controlled, 4-11)
- St Oswald's CE Primary (Voluntary Controlled, 4-11)

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- St Paul's CE Primary (Voluntary Controlled, 4-11)
- St Wilfrid's RC Primary (Academy, 3-11)
- Stockton on the Forest Primary (Community, 4-11)
- Tang Hall Primary (Academy, 2-11)
- Westfield Primary Community (Community, 3-11)
- Wheldrake with Thorganby CE Primary (Academy, 4-11)
- Wigginton Primary (Community, 4-11)
- Woodthorpe Primary (Academy, 3-11)
- Yearsley Grove Primary (Community, 3-11)

View school contact details.

School details correct at the time of update.

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**ANNEX D**

# Junior Schools in the City of York Local Authority area Coordinated Admissions Scheme

## Year 3 entry 2027 - 2028

## Last Updated: June 2025

## Last Approved:

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## A: introduction

1. This coordinated scheme provides a framework for a fair and open way of determining applications to start junior school in September 2027.

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.

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## 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 2027'.
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 Admissions 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 Admissions Team. Applicants from outside the City of

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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 2027. 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.

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## 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.
3. After 1 March 2027, 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.
4. 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.
5. 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.
6. 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.

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## 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.

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## 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.

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## 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 2027 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.

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## G: Waiting Lists

1. A waiting list will be compiled for all oversubscribed schools and kept until at least 31 December 2027.
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.

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## 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.

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## I: Timetable

**By 12 September 2026:** Guide for Parents published online at www.york.gov.uk/guideforparents.

**By 12 September 2026:** Opening date for applications. 'School admissions application for Junior School in September 2027' form made available and online applications start to be accepted at www.york.gov.uk/schooladmissions.

**15 January 2027:** Closing date for 'on-time' applications (both online and by paper 'School admissions application for Junior School in September 2027' form):

**From 16 January 2027:** Applications received may be treated as 'late'.

**By 22 January 2027:** Communicate the total number of first preferences expressed to each City of York primary and infant school.

**By 25 January 2027:** 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 2027:** 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 2027:** 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 2027:** Receive completed ranked lists of all preferences from Voluntary Aided and Academy schools within the City of York area.

**By 18 February 2027:** 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.

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**By 11 March 2027:** 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 2027:** 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 2027:** 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 2027:** 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 2027:** 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 2027 or next working day:** Allocations communicated to City of York resident applicants by email and/or by letter.

**27 April 2027 to 31 August 2027:** Communicate adjustments to allocations to schools and other admission authorities.

**17 May 2027:** Deadline for return of appeal papers for ‘on-time’ applicants. Subject to determined term dates for 2026-20267

**7 June 2027 to 19 July 2027:** Admissions appeals for ‘on-time’ applicants. Subject to determined term dates for 2026-20267

**September 2027:** Start of the school year.

**31 December 2027:** Earliest date waiting lists may close – the exact date for each admission authority may vary according to their admissions arrangements.

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## J: Contact details for correspondence

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

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## K: City of York Junior Schools

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

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**ANNEX E**

# Secondary Schools in the City of York Local Authority area Coordinated Admissions Scheme Year 7 entry 2027 - 2028

## Last Updated: August 2025

## Last Approved:

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CITY OF YORK COUNCIL

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K: City of York Secondary Schools .....17

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## A: Introduction

1. This coordinated scheme provides a framework for a fair and open way of determining applications to start secondary school in September 2027.

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.

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## 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 2027'.
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

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Authority and are made available to applicants in the Guide for Parents, online at www.york.gov.uk/GuideForParents, 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 Admission 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 2026. Completed forms must be returned to the LA including those applicants who indicate a school outside the City of York area.

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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.

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## 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.
3. After 15 January 2027, 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.
4. 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.
5. 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.
6. 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.

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## 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.

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## 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.

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## 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 2027 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.

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## G: Waiting Lists

1. A waiting list will be compiled for all oversubscribed schools and kept until at least 31 December 2027.
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.

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## 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.

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## I: Timetable

**By 12 September 2026:** Guide for Parents published online at www.york.gov.uk/GuideForParents.

**By 12 September 2026:** Opening date for applications. 'School admissions application for Secondary School in September 2027' form made available and online applications start to be accepted at www.york.gov.uk/SchoolAdmissions.

**By 14 September 2026:** 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 2026. Parent/carers without access to the internet will be informed they should contact the Admission Team for a paper copy of the 'School admissions application for Secondary School in September 2027' form.

**September 2026 to October 2026:** Secondary school open evenings.

**31 October 2026:** Closing date for 'on-time' applications (both online and by paper 'School admissions application for Secondary School in September 2027' form).

**31 October 2026:** Date at which a child must be eligible for Pupil Premium or Service Pupil Premium in order for the criteria to be applied. Any changes in eligibility after this date will not be considered.

**From 1 November 2026:** Applications received may be treated as 'late'.

**By 15 November 2026:** Deadline for Pupil Premium and Service Pupil Premium confirmation to be received from the previous school in order for the criteria to be applied. Any changes in eligibility or confirmation received after this date will not be considered.

**By 15 November 2026:** Communicate the total number of first preferences expressed to each City of York secondary school.

**By 15 November 2026:** 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 2026:** 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.

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**By 4 December 2026:** 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 2027:** Receive completed ranked lists of all preferences from Voluntary Aided and Academy schools within the City of York area.

**By 11 January 2027:** 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 2027:** 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 2027:** 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 2027:** 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 2027:** 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 2027:** Provide all City of York secondary schools with a provisional list of the pupils to be allocated a place at their schools.

**1 March 2027 or next working day:** Allocations communicated to City of York resident applicants by email and/or by letter.

**12 March 2027 to 31 August 2027:** Communicate adjustments to allocations to schools and other admission authorities.

**12 April 2027:** Deadline for return of appeal papers for ‘on-time’ applicants. Subject to determined term dates for 2026-2027

**26 April 2027 to 15 June 2027:** Admission appeals for ‘on-time’ applicants. Subject to determined term dates for 2026-2027

**September 2027:** Start of the school year.

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**31 December 2027:** Earliest date waiting lists may close – the exact date for each admission authority may vary according to their admission arrangements.

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## J: Contact details for correspondence

City of York Council Education Support Services

West Offices

Station Rise

York

YO1 6GA

Telephone: 01904 551554

Email: education@york.gov.uk

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## 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:
https://www.york.gov.uk/SchoolsContactDetails.

School details correct at the time of update.

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**ANNEX F**

# Community and Voluntary Controlled Primary and Infant Schools Admissions Policy – Reception entry - 2027 to 2028

Last updated: August 2025

Last Approved: January 2025

CITY OF YORK COUNCIL

**ANNEX F**

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## 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 Published Admission Number (PAN) is the number of pupils it is intended to admit into reception. This number differs for each school and for 2027 - 2028 these PANs are:

- Carr Infant 60 places
- Clifton Green Primary 30 places
- Copmanthorpe Primary 30 places
- Dringhouses Primary 45 places
- Elvington CE Primary 20 places
- Fishergate Primary 45 places
- Headlands Primary 30 places
- Lord Deramore's Primary 30 places
- Ralph Butterfield Primary 45 places
- St Barnabas' CE Primary 15 places
- St Mary's CE Primary 15 places
- St Oswald's CE Primary 45 places
- St Paul's CE Primary 28 places
- Stockton on the Forest Primary 15 places
- Westfield Primary Community 60 places
- Wigginton Primary 40 places
- Yearsley Grove Primary 60 places

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4. 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.
5. 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.
6. 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.
7. 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.
8. 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.
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 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.
10. 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.

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## 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 2022 to 31 December 2022 | 31 December 2027 | The start of the 'spring' term in January 2028 |
| 1 January 2023 to 31 March 2023 | 31 March 2028 | The start of the 'summer' term in April 2028 |
| 1 April 2023 to 31 August 2023 | 31 August 2028 | The start of the 'autumn' term in September 2028. |

If you would like to delay your child's entry, so they do not start full-time in September 2027, 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 2027, 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 on email: education@york.gov.uk, 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 2027 but instead start Reception in September 2028, 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 2026. 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 2027. 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 2027'.

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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: www.york.gov.uk/GuideForParents.
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.

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## 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: www.york.gov.uk/guideforparents.
   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 Guide for Parents: www.york.gov.uk/guideforparents.

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. A medical condition alone does not guarantee ESM criteria.
   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.

**ANNEX F**

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

**ANNEX F**

## 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 2027. 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.

**ANNEX F**

## 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.

**ANNEX F**

## E: Late Applications

1. Applications received after the closing date of 15 January 2027 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:
    - this is accompanied by a satisfactory reason provided at the time of application; and
    - 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.

**ANNEX F**

## F: Waiting List

1. If a school is oversubscribed, a waiting list will be held from when offers have been made until 31 December 2027. After 31 December 2027, 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 applications for the following school year open in 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.

**ANNEX F**

## G: Timetable

**By 12 September 2026:** Opening date for applications. 'School admissions application for Primary School in September 2027' form made available and online applications start to be accepted at www.york.gov.uk/admissions.

**15 January 2027:** Closing date for 'on-time' applications (both online and by paper 'School admissions application for Primary School in September 2027' form).

**From 16 January 2027:** Applications received may be treated as 'late'.

**16 April 2027 or next working day:** National Offer Day.

**17 May 2027:** Deadline for return of appeal papers for 'on-time' applicants.

**7 June 2027 to 19 July 2027:** Admission appeals for 'on-time' applicants.

**September 2027:** Start of the school year.

**31 December 2027:** Waiting list for all community and voluntary controlled primary and infant schools closes.

**ANNEX F**

## H: Contact details for correspondence

City of York Council Education Support Services

West Offices

Station Rise

York

YO1 6GA

Telephone: 01904 551554

Email: education@york.gov.uk

**ANNEX F**

## I: City of York Community and Voluntary Controlled Primary and Infant Schools and their reception PAN

- Carr Infant 60 places (Community, 3-7)
- Clifton Green Primary 30 places (Community, 3-11)
- Copmanthorpe Primary 30 places (Community, 3-11)
- Dringhouses Primary 45 places (Community, 4-11)
- Elvington CE Primary 20 places (Voluntary Controlled, 4-11)
- Fishergate Primary 45 places (Community, 3-11)
- Headlands Primary 30 places (Community, 4-11)
- Lord Deramore's Primary 30 places (Voluntary Controlled, 4-11)
- Ralph Butterfield Primary 45 places (Community, 4-11)
- St Barnabas' CE Primary 15 places (Voluntary Controlled, 5-11)
- St Mary's CE Primary 15 places (Voluntary Controlled, 4-11)
- St Oswald's CE Primary 45 places (Voluntary Controlled, 4-11)
- St Paul's CE Primary 28 places (Voluntary Controlled, 4-11)
- Stockton on the Forest Primary 15 places (Community, 4-11)
- Westfield Primary Community 60 places (Community, 3-11)
- Wigginton Primary 40 places (Community, 4-11)
- Yearsley Grove Primary 60 places (Community, 3-11)

View school contact details: www.york.gov.uk/SchoolsContactDetails.

School details correct at the time of update.

**ANNEX G**

# Community and Voluntary Controlled Secondary Schools Admissions Policy – Year 7 entry 2027- 2028

**Last Updated: July 2025**

**Last Approved:**

DRAFT

CITY OF YORK COUNCIL

**ANNEX G**

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## 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 Published Admission Number (PAN) is the number of pupils it is intended to admit into Year 7. This number differs for each school and for 2027 - 2028 these PANs are:
   Huntington School 239 pupils
   Joseph Rowntree School 210 pupils
4. 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.
5. 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.
6. 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.
7. Under the secondary school admission arrangements the allocation of places is based on where the child/parent lives and the preferences of parent/carers.

8. 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.
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 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.
10. 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.

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## 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, and details of whether your child has previously been educated out of their chronological age group, by no later than 29 November 2026. 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 2026. 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 2027'.
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.

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## 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. A medical condition alone does not guarantee ESM criteria.

   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. **Other applications for whom no previous criteria applies (previously called distance) where a pupil is eligible for Pupil Premium or Service Pupil Premium ordered from closest to furthest from school.** Pupils who are eligible for Pupil Premium or Service Pupil Premium on 31st October 2026, ordered by who lives closest to the preferred school using

the nearest available safe walking route.

In line with the City of York Council and York School and Academy Board's (YSAB) commitment to Fair School Admissions, Pupil Premium and/or Service Pupil Premium eligible pupils will be ranked above those not eligible for Pupil Premium and/or Service Pupil Premium within a distance criteria.

A pupil must be eligible for Pupil Premium and/or Service Pupil Premium on 31st October 2026 to meet this criteria. Eligibility on 31st October 2026 will be confirmed by the pupil's current school. Any changes in eligibility after 31st October 2026 will not be considered. If eligibility confirmation is not received by 15th November 2026 the criteria will not be applied.

- Late Year 7 Applications– applications received between 31st October 2026 and 31st December 2027

If a Year 7 application is received late, after the application deadline of 31 October, the Pupil Premium will only be applied at the time of application, if changes/applications can still be actioned at that time. This is dependent on whether applications are still being considered within the allocation process. If an application is received after National Offer Day (1st March or next working day) the criteria may be applied to the position on the waiting list. Eligibility must be confirmed by the current/previous school within 5 days of the application. If there is a change in circumstances this will not be amended or applied after the point of making a school application.

- In Year Year 7 Applications – applications received after 31st December 2027

If an In Year Year 7 application is received the Pupil Premium will only be applied at the time of application. Eligibility must be confirmed at the time of application or within 5 days by the current/previous school. If there is a change in circumstances this will not be amended or applied after the point of making a school application.

As defined in the School Admissions Code 2021, Pupil Premium is additional funding paid annually to schools under Section 14 of the Education Act 2002 for the purposes of supporting the attainment of disadvantaged children. Service premium is additional funding paid annually to schools under Section 14 of the Education Act 2002 for the

purposes of supporting the pastoral needs of the children of Armed Services personnel.

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.

**7 Other applications for whom no previous criteria applies (previously called distance) where a pupil is not eligible for Pupil Premium or Service Pupil Premium ordered from closest to furthest from school.** 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.

**Tie break**

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-breaker 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.



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

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## 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 2027. 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.

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## 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.

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## E Late Applications

1 Applications received after the closing date of 31 October 2026 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.

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## F Waiting List

1 If a school is oversubscribed, a waiting list will be held from when offers have been made until 31 December 2027. After 31 December 2027, 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.

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## G Timetable

By 12 September 2026

Opening date for applications. 'School admission application for Secondary School in September 2027' form made available and online applications start to be accepted at www.york.gov.uk/admissions

September 2026 – October 2026

Secondary school open evenings

31 October 2026

Closing date for 'on-time' applications (both online and by paper 'School admission application for Secondary School in September 2027' form). Date on which a pupil must be eligible for Pupil Premium and/or Service Premium.

From 01 November 2026

Applications received may be treated as 'late'.

01 March 2027 or next working day

National Offer Day

12 April 2027

Deadline for return of appeal papers for 'on-time' applicants

26 April 2027 – 15 June 2027

Admission appeals for 'on-time' applicants

September 2027

Start of the school year

31 December 2027

Waiting list for all community and voluntary controlled secondary schools closes

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## H Contact details for correspondence

City of York Council Education Support Services
West Offices,
Station Rise,
York
YO1 6GA

01904551554
education@york.gov.uk

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## 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

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ANNEX H

# Archbishop Holgate's School

## A Church of England Academy

Founded 1546

## 2027-2028 Admissions Policy

***Applications under this policy will generally be for children to start at the school in Year 7 in September 2027 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 2025 |
| Approved by Trust | 2026 |
| Next review due | 2027 |

## 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.

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

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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 2027, 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 2027) 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[1] of the local authority (Unitary or County Council) in the area in which you live (your "home" local authority) by 31 October 2026.** 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 2027) 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

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

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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 2026. **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 2026) 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 2027 – 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 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.

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## 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 order[3]; 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 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 Alliance[6] 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.*

[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).

[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).*

[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.

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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 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 work at Archbishop Holgate's School:*

*(a) where the member of staff has been employed at the school for one year at the time of the application; and/or*
*(b) where the member of staff is recruited to fill a vacant post at the school.*

***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.*

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### 7. Other applications for whom no previous criteria applies (previously called distance) where a pupil is eligible for Pupil Premium or Service Pupil Premium ordered from closest to furthest from school

*Pupils who are eligible for Pupil Premium or Service Pupil Premium on 31st October 2026, ordered by who lives closest to the preferred school using the nearest available safe walking route.*

*In line with the City of York Council and York School and Academy Board's (YSAB) commitment to Fair School Admissions, Pupil Premium and/or Service Pupil Premium eligible pupils will be ranked above those not eligible for Pupil Premium and/or Service Pupil Premium within a distance criteria.*

*A pupil must be eligible for Pupil Premium and/or Service Pupil Premium on 31st October 2026 to meet this criteria. Eligibility on 31st October 2026 will be confirmed by the pupil's current school. Any changes in eligibility after 31st October 2026 will not be considered. If eligibility confirmation is not received by 15th November 2026 the criteria will not be applied.*

*Late Year 7 Applications– applications received between 31st October 2026 and 31st December 2027*

*If a Year 7 application is received late, after the application deadline of 31 October, the Pupil Premium will only be applied at the time of application, if changes/applications can still be actioned at that time. This is dependent on whether applications are still being considered within the allocation process. If an application is received after National Offer Day (1st March or next working day) the criteria may be applied to the position on the waiting list. Eligibility must be confirmed by the current/previous school within 5 days of the application. If there is a change in circumstances this will not be amended or applied after the point of making a school application.*

*In Year Year 7 Applications – applications received after 31st December 2027*

*If an In Year Year 7 application is received the Pupil Premium will only be applied at the time of application. Eligibility must be confirmed at the time of application or within 5 days by the current/previous school. If there is a change in circumstances this will not be amended or applied after the point of making a school application.*

*As defined in the School Admissions Code 2021, Pupil Premium is additional funding paid annually to schools under Section 14 of the Education Act 2002 for the purposes of supporting the attainment of disadvantaged children. Service premium is additional funding paid annually to schools under Section 14 of the Education Act 2002 for the purposes of supporting the pastoral needs of the children of Armed Services personnel.*

### 8. 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. 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 2027.

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### (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 2026; 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 2028) 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 2028/29 admissions policy as part of the normal admissions round[9] and on the basis of the admission arrangements outlined in the school's 2028/29 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 2026 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

[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

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 2026. 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.

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 2027-2028 academic year will be set out on the school's website by 31 August 2027. 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

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

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 2027, 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 2027/28 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 2027.

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.

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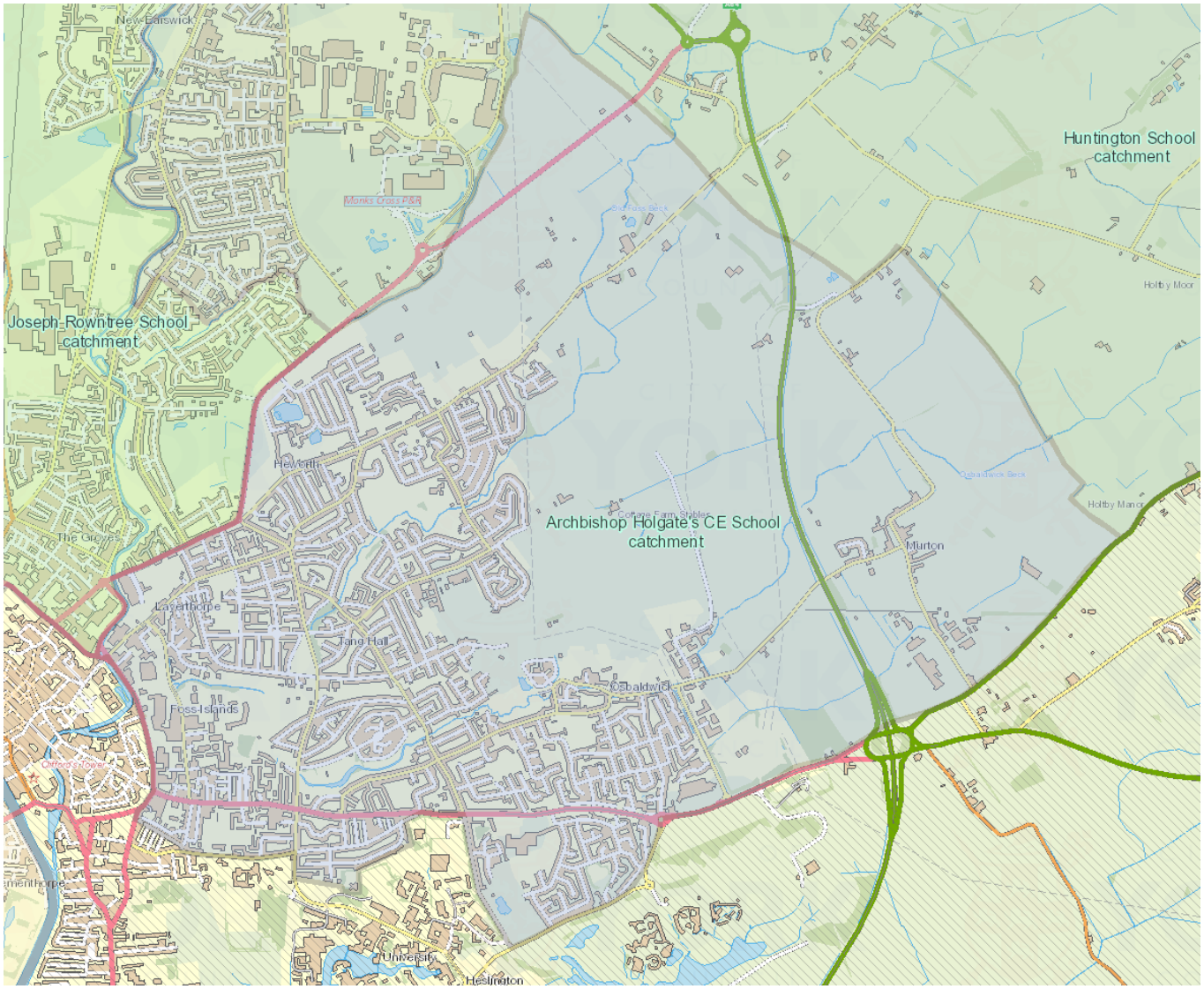
## APPENDIX 1: Map of Catchment Area



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**ANNEX I**

# Admissions Policy, City of York Schools

# 2027 – 2028

**Admissions Policy**

**Review autumn 2026**

## 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 2027– 2028 these PANs are:

- for Haxby Road Primary Academy, 45 places
- for Hob Moor Primary Academy, 30 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.

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 2027'

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.

9 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 2022 - 31 December 2023 | 31 December 2027 | The start of the 'Spring' term in January 2028 |
| 1 January 2023 - 31 March 2023 | 31 March 2028 | The start of the 'Summer' term in April 2028 |
| 1 April 2023 - 31 August 2023 | 31 August 2028 | The start of the 'Autumn' term in September 2028 |

If you would like to delay your child's entry, so they do not start full-time in September 2027, 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 2027, 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 2027, but instead start Reception in September 2028, 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 2026. 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 2027. 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 2027.

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.

11. Applicants are advised to 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.

## 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.

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.

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. A medical condition alone does not guarantee ESM criteria.

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 2027. 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.

**ANNEX I**

## 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 2027 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.

**ANNEX I**

## F Waiting List

1 If a school is oversubscribed, a waiting list will be held from when offers have been made until 31 December 2027. After 31 December 2027, 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 2026 | Opening date for applications. 'School admissions application for Primary School in September 2027' form made available and online applications start to be accepted at www.york.gov.uk/admissions |
| By 15 November 2026: | Letters sent by the local authority 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 2027 |
| 15 January 2027 | Closing date for 'on-time' applications (both online and by paper 'School admissions application for Primary School in September 2027' form) |
| from 16 January 2027 | Applications received may be treated as 'late' |
| 16 April 2027 or next working day | National Offer Day. Allocations communicated to applicants by email and/or by letter. |
| 20 May 2027 | Deadline for return of appeal papers for 'on-time' applicants |
| 10 June 2027 – 22 July 2027 | Admission appeals for 'on-time' applicants |
| September 2027 | Start of the school year |
| 31 December 2027 | Waiting list 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

**ANNEX J**

# In Year Admissions Policy, City of York

# 2027 – 2028

**Last full consultation finished 15th January 2025**

**Review autumn 2026**

**ANNEX J**

## Introduction

1 This policy applies to applications for the following schools for whom the Ebor 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:

- 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 only to 'in-year' applications for a place from Reception to Year 6. 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 Ebor Academy Trust Admissions Policy.

3 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 policy for allocating school places is designed to be as fair as possible while ensuring that resources are used sensibly. Ebor Academy Trust works closely with the LA 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.

**ANNEX J**

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 LA 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. 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 Admissions authority, Ebor Academy Trust, will make a decision, with regard to the LA's latest Out of Cohort guidance regarding the best educational provision in consultation with parents, Headteacher 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 Ebor Academy Trust Admissions Policy.

**ANNEX J**

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.

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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 LA 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 available to applicants in the Guide for Parents, online at www.york.gov.uk and upon request from the LA School Admissions team.

Applicants are also advised to 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.

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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. Although a published admission number may help set class organisation in later years, decisions will be made primarily on class organisation.

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 LA 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.

16 If parent/carers disagree on an application made in the normal round only one parent can submit a school place application and we cannot resolve disputes between parents only a family court can do this. When you apply, you are confirming you have the consent of all other persons to make the application. If we (or the local authority) receive two conflicting applications, both applications will be placed on hold (and school places may have to be offered to other applicants) until the local authority has received (either):

- written evidence that everyone holding parental responsibility agrees the application
- a Court Order specifying who should apply

Your home local authority may be required to allocate a place at the closest school to the child's home with spaces remaining available if the child needs a school place offer.

## 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;

**ANNEX J**

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 agreed by the Admissions Authority. Maps are made available to parent/carers in the Guide for Parents, 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 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 made available to parent/carers in the Guide for Parents, 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 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;

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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.

If a school has moved to a temporary site, distance measurements will be based on the school's permanent site.

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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).

**ANNEX J**

## 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 York School Admissions team to request the correct appeal form. Appeals are planned to be held within 30 school days of an appeal being lodged.

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.

If an application is referred to the Fair Access Partnership on the basis of "challenging behaviour" and a place is not offered, the applicant will not be added to the waiting list for the school however parent/carers do have the right to appeal the decision to refuse 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.

The only exception is if your application has been referred to the Fair Access Meeting on the basis of "challenging behaviour" and a place is not offered. Applications refused at the Fair Access Meeting will not be added to the school waiting list however the parent/carers do have the right to appeal the admission authority decision to refuse the application.

Should applicants wish to remain on a waiting list for a future school year, they should submit a new application 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

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

View school contact details on the Ebor Academy Trust website

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

## H Schools in the Ebor Academy Trust covered by this policy

Haxby Road Primary Academy ( primary, 2-11)
Hob Moor Primary Academy (Primary, 3-11)
Lakeside Primary Academy (Primary, 2-11)
Osbaldwick Primary Academy ( Primary, 3-11)
Park Grove Primary Academy ( Primary, 4-11)
Robert Wilkinson Primary Academy ( Primary, 2-11)

View school contact details on the City of York website

ANNEX K

# Excel Learning Trust

Admissions Policy

2027 – 2028

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## Introduction

1 This policy applies to applications for schools where Excel Learning Trust is the admission authority. The schools are located within the City of York Local Authority and are as follows:

- 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:

- Primary admission round for Knavesmire Primary School, Scarcroft Primary School and Woodthorpe Primary School. This is for applications for a place in Reception in the normal year of entry to start primary school for the first time;
- Junior admission round for Carr Junior School. This is for applications for a place in Year 3 in the normal year of entry to start junior school for the first time.
- Secondary admission round for Millthorpe School and York High School. This is for applications for a place in Year 7 in the normal year of entry to start secondary school for the first time.

Admissions for Inspire Academy are governed by a separate admissions policy in line with independent school settings.

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 2027-2028 these PANs are as follows:

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- Knavesmire Primary School - 60 places
- Millthorpe School - 210 places
- Scarcroft Primary School - 45 places
- Woodthorpe Primary School - 60 places
- Carr Junior School - 60 places
- 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 Excel Learning Trust.

5 This policy applies only to applications for 2027-28 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. Excel Learning 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 parents/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 a primary school, even if the school and nursery are located on the same premises or run by the school itself.

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8 Attendance at a particular primary or junior school does not give a child any guaranteed priority for admission to a secondary school, even if both schools are within Excel Learning Trust, located on the same premises, or run by or share the same leadership or resources.

9 Advice and information for parents/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 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 Excel 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 in which 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 parents/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 |
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| | | |
|---|---|---|
| 1 September 2022 - 31 December 2022 | 31 December 2027 | The start of the 'Spring' term in January 2028 |
| 1 January 2023 - 31 March 2023 | 31 March 2028 | The start of the 'Summer' term in April 2028 |
| 1 April 2023 - 31 August 2023 | 31 August 2028 | The start of the 'Autumn' term in September 2028 |

If you would like to delay your child's entry, so they do not start full-time in September 2027, 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 Parents/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 2027, 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.

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4 Some parents/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 (education@york.gov.uk) 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 2027, but instead start Reception in September 2028, 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. Excel 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 which is available here.

Places are not held open for children who defer entry, so parents/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. Parents/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 2026. 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 2027. 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 2027'

7 When making an application, parents/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.

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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 2026. 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 2027. 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 2027'.

4 When making an application, parents/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, and details of whether your child has previously been educated out of their chronological age group, by no later than 29 November 2026. The Trust will then consider your request, if necessary in conjunction with other schools and professionals.

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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 2026. 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 2026'.

4 When making an application, parents/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.

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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

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 parents/carers, or the child's social worker to provide the information to the admission authority that this criterion applies.

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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 parents/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 parents/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 parents/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 (ESM) 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

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preferred school due to a particular medical condition or social need. A medical condition alone does not guarantee ESM criteria.

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

6. **Children of School Staff**

The Trust will give priority in the oversubscription criteria to children of staff in either of the following circumstances:

- Where the member of staff (regardless of role) has been working at the school for two or more years at the time at which the application for admission to the school is made; and/or

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- The member of staff is recruited to fill a vacant post at the school for which there is a demonstrable skills shortage.

Staff who work within a central function and can prove that they work at an individual school for more than 50% of their time will be considered within this criterion. Confirmation of this is to be received in writing from HR.

A letter from HR will be required to confirm that the member of staff meets the demonstrable skills shortage criteria.

The member of staff must work at the same school in which the application for admission is being made.

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 7;

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- 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 multiple birth sibling(s), we will work within the Admissions Code in order to make a place available for these sibling(s) wherever reasonably possible.

## 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 parents/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 parents/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

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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 parents/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 (ESM) 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. A medical condition alone does not guarantee ESM criteria.

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

6**. Children of School Staff**

The Trust will give priority in our oversubscription criteria to children of staff in either of the following circumstances:

- Where the member of staff (regardless of role) has been working at the academy for two or more years at the time at which the application for admission to the school is made; and/or
- The member of staff is recruited to fill a vacant post at the academy for which there is a demonstrable skills shortage.

Staff who work within a central function and can prove that they work at an individual academy for more than 50% of their time will be considered within this criterion. Confirmation of this is to be received in writing from HR.

A letter from HR will be required to confirm that the member of staff meets the demonstrable skills shortage criteria.

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7 **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.

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

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## F Oversubscription criteria - 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 parents/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 parents/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 parents/carers to include with their application the name of any sibling(s) where this criterion applies for checking by the Trust.

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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 parents/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 (ESM) 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. A medical condition alone does not guarantee ESM criteria.

It is the responsibility of parents/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 parents/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 parents/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.

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

6 **Other applications for whom no previous criteria applies (previously called distance) where a pupil is eligible for Pupil Premium or Service Pupil Premium ordered from closest to furthest from school.**
Pupils who are eligible for Pupil Premium or Service Pupil Premium on 31st October 2026, ordered by who lives closest to the preferred school using the nearest available safe walking route.

In line with the City of York Council and York School and Academy Board's (YSAB) commitment to Fair School Admissions, Pupil Premium and/or Service Pupil Premium eligible pupils will be ranked above those not eligible for Pupil Premium and/or Service Pupil Premium within a distance criteria.

A pupil must be eligible for Pupil Premium and/or Service Pupil Premium on 31st October 2026 to meet this criteria. Eligibility on 31st October 2026 will be confirmed by the pupil's current school. Any changes in eligibility after 31st October 2026 will not be considered. If eligibility confirmation is not received by 15th November 2026 the criteria will not be applied.

If a Year 7 application is received late, after the application deadline of 31 October 2026, the Pupil Premium will only be applied at the time of application, if changes/applications can still be actioned at that time. This is dependent on whether applications are still being considered within the allocation process. If an application is received after National Offer Day (1st March or next working day) the criteria may be applied to the position on the waiting list. Eligibility must be confirmed by the current/previous school within 5 days of the application. If there is a change in

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circumstances this will not be amended or applied after the point of making a school application.

If an In-Year, Year 7 application is received the Pupil Premium will only be applied at the time of application. Eligibility must be confirmed at the time of application (within 5 days) by the current/previous school. If there is a change in circumstances this will not be amended or applied after the point of making a school application.

As defined in the School Admissions Code 2021, Pupil Premium is additional funding paid annually to schools under Section 14 of the Education Act 2002 for the purposes of supporting the attainment of disadvantaged children. Service premium is additional funding paid annually to schools under Section 14 of the Education Act 2002 for the purposes of supporting the pastoral needs of the children of Armed Services personnel.

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.

7. **Children of School Staff**

The Trust will give priority in our oversubscription criteria to children of staff in either of the following circumstances:

- Where the member of staff (regardless of role) has been working at the academy for two or more years at the time at which the application for admission to the school is made; and/or
- The member of staff is recruited to fill a vacant post at the academy for which there is a demonstrable skills shortage.

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Staff who work within a central function and can prove that they work at an individual academy for more than 50% of their time will be considered within this criterion. Confirmation of this is to be received in writing from HR.

A letter from HR will be required to confirm that the member of staff meets the demonstrable skills shortage criteria.

8. **Other applications for whom no previous criteria applies (previously called distance)**

Where a pupil is not eligible for Pupil Premium or Service Pupil Premium ordered from closest to furthest from school. 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-breaker 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 8;
- 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 multiple birth sibling(s), we will work within the

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

## G 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 Excel 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 at www.york.go.uk/admissions by 28 February 2027. Applicants who wish to appeal should contact the Schools 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 parents/carer, child or school.

## H 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.

## I Late Applications

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1 Applications received after the relevant closing date may be treated as 'late' applications – that is processed after all 'on-time' applications.

- For applications in the primary admissions round for Knavesmire Primary School, Scarcroft Primary School and Woodthorpe Primary School, applications will be treated as late after 15 January 2027;
- For applications in the junior admissions round for Carr Junior School, applications will be treated as late after 15 January 2027
- For applications in the secondary admissions round for Millthorpe School and York High School, applications will be treated as late after 31 October 2026.

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 which the Trust has adopted. 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.

## J Waiting List

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1 If a school is oversubscribed, a waiting list will be held from when offers have been made until 31 December 2027. After 31 December 2027, 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 applications for the following school year open in June and ideally no later than 5 July in the relevant year.

2 A child's position on the list will be determined by the oversubscription criteria set out in the relevant section for primary, junior or secondary schools 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 parents/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.

## K Timetable

| | |
|---|---|
| 12 September 2026 | Opening date for applications. 'School admissions application for Primary, Junior and Secondary School in September 2027' form made available and online applications start to be accepted at www.york.gov.uk/admissions |
| September - October 2026 | Secondary school open evenings |

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| | |
|---|---|
| 31 October 2026 | Closing date for 'on-time' Secondary applications (both online and by paper 'School admissions application for Secondary School in September 2027' form) |
| From 1 November 2026 | Secondary applications received may be treated as 'late' |
| 15 January 2027 | Closing date for 'on-time' applications (both online and by paper 'School admissions application for Primary and Junior School in September 2027' form) |
| from 16 January 2027 | Primary and Junior applications received may be treated as 'late' |
| 1 March 2027 (or next working day) | Secondary National Offer Day |
| 12 April 2027 | Deadline for return of Secondary school appeal papers for 'on-time' applicants |
| 16 April 2027 (or next working day) | Primary and Junior National Offer Day |
| 26 April – 15 June 2027 | Secondary school admissions appeal period for on time applicants |
| 17 May 2027 | Deadline for return of Primary and Junior appeal papers for 'on-time' applicants |
| 7 June – 19 July 2027 | Primary and Junior school admissions appeal period for on time applicants |
| September 2027 | Start of the school year |

## L Contact details for correspondence

The Chair of the Trust Board
Excel Learning Trust
Summerfield Road,
YO24 2RU

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01904 806460
clerk@elt.co.uk
www.excellearningtrust.co.uk

## M Schools in Excel Learning 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)

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ANNEX L

# Heworth Church of England Primary School

## 2027/2028 Admissions Policy

***Applications under this policy will generally be for a child born between 1 September 2022 and 31 August 2023 to start at the school in Reception in September 2027 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 2024 |
| Approved by Trust | February 2026 |
| Next review due | Summer term 2026 |

## 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 2027, 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 2027 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 2027.** 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 2027) 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 2027. **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 2027) 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 2027 - 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 order[2]; 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 Alliance[5] 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 Alliance[9] 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.

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[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 2027, 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 2027 have the option to delay the date their child starts in Reception until later in the 2027/28 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 2028). 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 2022 - 31 December 2022 | 31 December 2027 | Start of Spring Term - January 2028 - to join in Reception |
| 1 January 2023 - 31 March 2023 | 31 March 2028 | Start of Summer Term - April 2028 - to join in Reception |
| 1 April 2023- 31 August 2023 ("summer born") | 31 August 2028 | Start of Summer Term - April 2028 - to join in Reception<br>OR Start of Autumn Term - September 2028 - 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 2027, 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 2028 (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 2027; 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 2028) 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 2028/29 admissions policy as part of the normal admissions round[12] and on the basis of the admission arrangements outlined in the school's 2028/29 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 2027 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 2026. 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 2027/8 academic year will be set out on the school's website by 31 August 2027. 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 2027, 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 2027/28 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 2027.

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.**

ANNEX M

HEARTWOOD
LEARNING TRUST

Draft

# ADMISSIONS POLICY, CITY OF YORK 2027-2028

THIS POLICY APPLIES TO THE HEARTWOOD LEARNING TRUST SCHOOLS/ACADEMIES* WITHIN THE CITY OF YORK

**PREVIOUSLY COMMUNITY OR VOLUNTARY CONTROLLED*

**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 Heartwood 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 Heartwood 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 2026-27 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 Heartwood 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 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 Heartwood 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 (EHCP)** are covered by different admission regulations. Following consultation, if a school within the Heartwood Learning Trust has been named, a place will be allocated for these children before considering other applications.

## 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 parents/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 2022 - 31 December 2022 | 31 December 2027 | The start of the 'Spring' term in January 2028 |
| 1 January 2023 – 31 March 2023 | 31 March 2028 | The start of the 'Summer' term in April 2028 |
| 1 April 2023 – 31 August 2023 | 31 August 2028 | The start of the 'Autumn' term in September 2028 |

If you would like to delay your child's entry, so they do not start full-time in September 2027, 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. Parents/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 2027, 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 parents/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 2027, but instead start Reception in September 2028, 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. Heartwood 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. Parents/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 2026. 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 2027. 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 2027'. There is no additional 'Supplementary Information Form' required to apply for a school place at any Heartwood Learning Trust school covered by this policy.

7. When making an application, parents/carers are advised to supply any additional information that may be required to the admission authority by providing this information in writing directly 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.

## 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 2026. 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 2026. 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, school, or a paper application form known as the 'School admissions application for Secondary School in September 2027'. There is no additional 'Supplementary Information Form' required to apply for a school place at any Heartwood Learning Trust school covered by this policy.

6. When making an application, parents/carers are advised to supply any additional information that may be required to the admission authority by providing this information in writing directly 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.

## Reception 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: www.york.gov.uk/guideforparents.

   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 Guide for Parents: www.york.gov.uk/guideforparents.

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. A medical condition alone does not guarantee ESM criteria.

   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.

## Reception Tie-Break

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.

## Year 7 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. A medical condition alone does not guarantee ESM criteria.

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. **Other applications for whom no previous criteria applies (previously called distance) where a pupil is eligible for Pupil Premium or Service Pupil Premium ordered from closest to furthest from school.** Pupils who are eligible for Pupil Premium or Service Pupil Premium on 31st October 2026, ordered by who lives closest to the preferred school using the nearest available safe walking route.

   In line with the City of York Council and York School and Academy Board's (YSAB) commitment to Fair School Admissions, Pupil Premium and/or Service Pupil Premium eligible pupils will be ranked above those not eligible for Pupil Premium and/or Service Pupil Premium within a distance criteria.

   A pupil must be eligible for Pupil Premium and/or Service Pupil Premium on 31st October 2026 to meet this criteria. Eligibility on 31st October 2026 will be confirmed by the pupil's current school. Any changes in eligibility after 31st October 2026 will not be considered. If eligibility confirmation is not received by 15th November 2026 the criteria will not be applied.

   - Late Year 7 Applications– applications received between 31st October 2026 and 31st December 2027

   If a Year 7 application is received late, after the application deadline of 31 October, the Pupil Premium will only be applied at the time of application, if changes/applications can still be actioned at that time. This is dependent on whether applications are still being considered within the allocation process. If an application is received after National Offer Day (1st March or next working day) the criteria may be applied to the position on the waiting list. Eligibility must be confirmed by the current/previous school within 5 days of the application. If there is a change in circumstances this will not be amended or applied after the point of making a school application.

   - In Year Year 7 Applications – applications received after 31st December 2027

   If an In Year Year 7 application is received the Pupil Premium will only be applied at the time of application. Eligibility must be confirmed at the time of application or within 5 days by the current/previous school. If

there is a change in circumstances this will not be amended or applied after the point of making a school application.

As defined in the School Admissions Code 2021, Pupil Premium is additional funding paid annually to schools under Section 14 of the Education Act 2002 for the purposes of supporting the attainment of disadvantaged children. Service premium is additional funding paid annually to schools under Section 14 of the Education Act 2002 for the purposes of supporting the pastoral needs of the children of Armed Services personnel.

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.

7. **Other applications for whom no previous criteria applies (previously called distance) where a pupil is not eligible for Pupil Premium or Service Pupil Premium ordered from closest to furthest from school.** 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.

## Year 7 Tie-Break

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.

## 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. Heartwood 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 2027. 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.

## 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.

## 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 2027;
    - For applications for **Vale of York Academy** – in the secondary admissions round, applications will be treated as late from 1 November 2026.

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 below.

## Waiting List

1. If a school is oversubscribed, a waiting list will be held from when offers have been made until 31 December 2027. After 31 December 2027, 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 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 becomes 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.

## Timetable

| | |
|---|---|
| **by 12 September 2026** | Opening date for applications. 'School admissions application for Primary, Junior and Secondary School in September 2027' form made available and online applications start to be accepted at www.york.gov.uk/schooladmissions |
| **September and October 2026** | Secondary school open activities |
| **31 October 2026** | Closing date for 'on-time' Secondary applications (both online and by paper 'School admissions application for Secondary School in September 2027' form) |
| **From 1 November 2026** | Secondary applications received may be treated as 'late' |
| **15 January 2027** | Closing date for 'on-time' applications (both online and by paper 'School admissions application for Primary School in September 2027' form) |
| **From 16 January 2027** | Primary applications received may be treated as 'late' |
| **1 March 2027 or next working day** | Secondary National Offer Day |
| **13 April 2027** | Deadline for return of appeal papers for 'on-time' Secondary applicants |
| **16 April 2027 or next working day** | Primary National Offer Day |
| **26 April – 15 June 2027** | Admission appeals for 'on-time' Secondary applicants |
| **17 May 2027** | Deadline for return of appeal papers for 'on-time' Primary applicants |
| **7 June 2027 – 19 July 2027** | Admission appeals for 'on-time' Primary applicants |
| **September 2027** | Start of the school year |
| **31 December 2027** | Waiting list for all community and voluntary controlled primary, infant and secondary schools closes |

## Contact Details for Correspondence

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

01904 560053
https://hlt.academy

## Schools in the Heartwood 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

ANNEX N

HEARTWOOD
LEARNING TRUST

# ADMISSIONS POLICY, 2027 - 2028
# MANOR CHURCH OF ENGLAND ACADEMY, YORK

THIS POLICY APPLIES TO MANOR CHURCH OF ENGLAND ACADEMY ONLY

Draft

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

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

# 2027-2028 Admissions Policy

***Applications under this policy will generally be for children to start at the school in Year 7 in September 2027 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 Heartwood Learning Trust.

**The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practise 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.

**Heartwood 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 2027, 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 coordination 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.hlt.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 2027) is always coordinated by local authorities.

**You should apply for a place at school in the normal admissions round by completing the online application form[1] of the local authority (Unitary or County Council) in the area in which you live (your "home" local authority) by 31 October 2026.** 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 coordination 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 coordination (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 2027) or next working day 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).

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

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 2026. **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 2027**) 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 coordination 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 (PAN)** – that is the number of places available for admission to Year 7 at the school in September 2027 - 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 order[3]; 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 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. A medical condition alone does not guarantee ESM criteria.

***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

[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).

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 Alliance[5] 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").*

*"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.*

[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.

***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. **Other applications for whom no previous criteria applies (previously called distance) where a pupil is eligible for Pupil Premium or Service Pupil Premium ordered from closest to furthest from school.**

Pupils who are eligible for Pupil Premium or Service Pupil Premium on 31st October 2026, ordered by who lives closest to the preferred school using the nearest available safe walking route.

In line with the City of York Council and York School and Academy Board's (YSAB) commitment to Fair School Admissions, Pupil Premium and/or Service Pupil Premium eligible pupils will be ranked above those not eligible for Pupil Premium and/or Service Pupil Premium within a distance criteria.

A pupil must be eligible for Pupil Premium and/or Service Pupil Premium on 31st October 2026 to meet this criteria. Eligibility on 31st October 2026 will be confirmed by the pupil's current school. Any changes in eligibility after 31st October 2026 will not be considered. If eligibility confirmation is not received by 15th November 2026 the criteria will not be applied.

**a. Late Year 7 Applications– applications received between 31st October 2026 and 31st December 2027**

If a Year 7 application is received late, after the application deadline of 31 October, the Pupil Premium will only be applied at the time of application, if changes/applications can still be actioned at that time. This is dependent on whether applications are still being considered within the allocation process. If an application is received after National Offer Day (1st March or next working day) the criteria may be applied to the position on the waiting list. Eligibility must be confirmed by the current/previous school within 5 days of the application. If there is a change in circumstances this will not be amended or applied after the point of making a school application.

**b. In Year Year 7 Applications – applications received after 31st December 2027**

If an In Year Year 7 application is received the Pupil Premium will only be applied at the time of application. Eligibility must be confirmed at the time of application (within 5 days) by the current/previous school. If there is a change in circumstances this will not be amended or applied after the point of making a school application.

As defined in the School Admissions Code 2021, Pupil Premium is additional funding paid annually to schools under Section 14 of the Education Act 2002 for the purposes of supporting the attainment of disadvantaged children. Service premium is additional funding paid annually to schools under Section 14 of the Education Act 2002 for the purposes of supporting the pastoral needs of the children of Armed Services personnel.

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.

**c. Other applications for whom no previous criteria applies (previously called distance) where a pupil is not eligible for Pupil Premium or Service Pupil Premium ordered from closest to furthest from school.**

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.

### 9. Any other Children

**Tie- Breaker**

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.

**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 tiebreaker 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 2027.

### (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 coordinated 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 2026; 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 2028) 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 2027-28 admissions policy as part of the normal admissions round[8] and on the basis of the admission arrangements outlined in the school's 2027/28 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 2026 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

[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

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 2026. 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.[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 coordination 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.hlt.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 2027-28 academic year will be set out on the school's website by 31 August 2027. This will detail whether in-year applications are being coordinated by the school or by the local authority.

Whether in-year applications are being coordinated 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

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

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 the City of York Council on behalf of the Trust.

**Normal admissions round -** A waiting list shall be maintained until 31 December 2027. After this point, City of York Council will contact parents/carers of applicants to enquire if they wish to remain on the waiting list for the remainder of the school year.

**In-year applications -** Parents/carers who are not successful in obtaining a place following an in-year application received during the 2027-28 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 becomes 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.

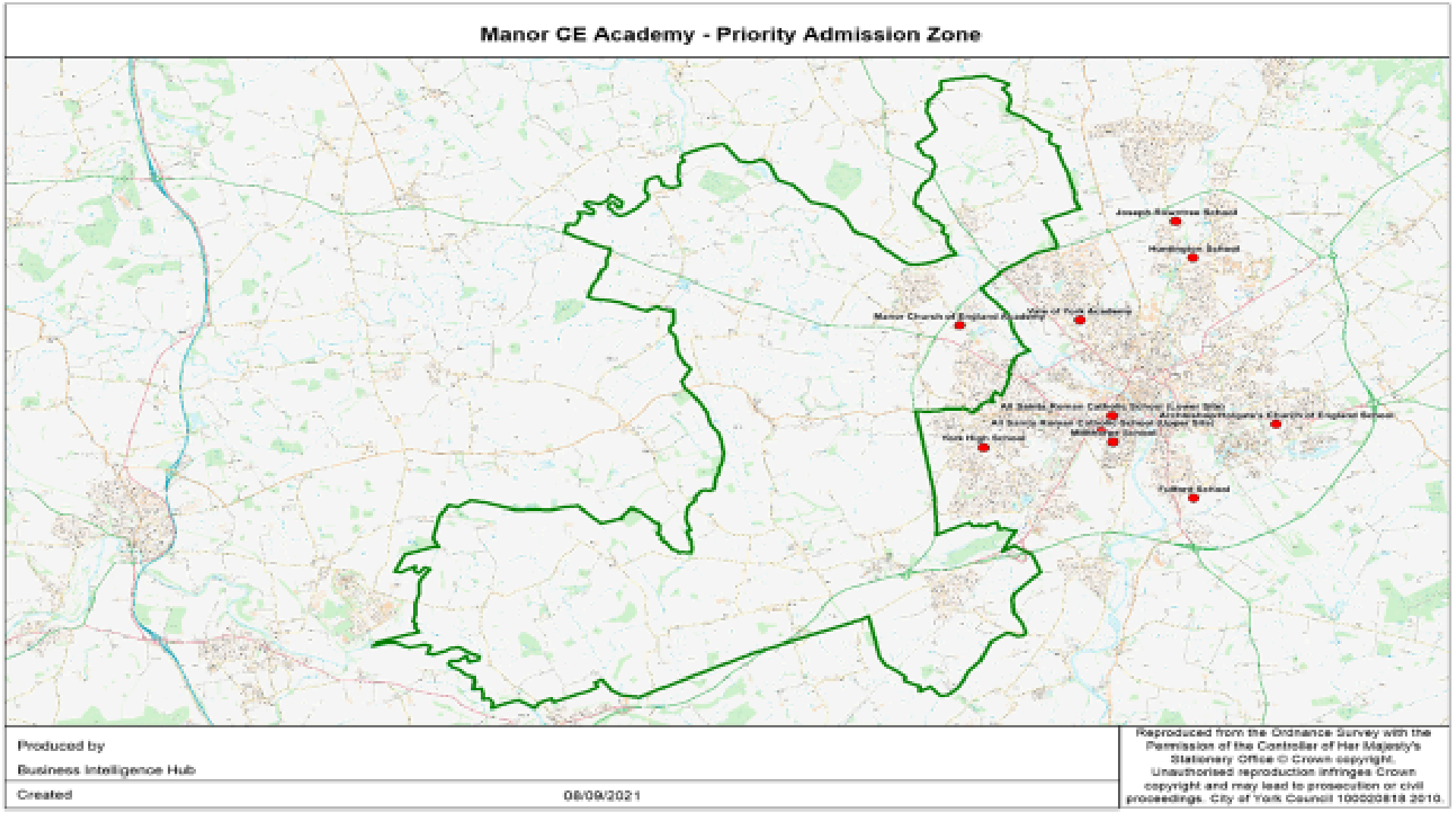
Appeals are heard by an independent appeals panel and in line with the School Admission Appeals Code. Further details will be provided in the event that your application is refused. We will also publish our appeals timetable on our website by 28 February 2027.

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 - Priority Area Zone



## Appendix 2 - Supplementary Information Form

# Manor Church of England Academy
# Supplementary Information Form (2027-28) - Admissions

**Please note that it is only necessary to complete this form where you are applying for priority under oversubscription criteria 2, 3 and 4 in the School's admissions policy.**

| | |
|---|---|
| **Name of Child:** | |
| **Date of Birth:** | |
| **Address including postcode (as per Local Authority application form):** | |
| **Primary School(s) Attended:** | |
| **Do you presently have a sibling enrolled at Manor Church of England Academy?** *If so, please provide Name(s) and year group(s)* | |

**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 | | *Please note additional information is required as set out in section 4.4 of the School Admissions policy.*<br><br>*Please give name of member of staff:*<br><br>_____ |

**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 2026.**

*(Supplementary Information Form continued)*

## Confirmation of regular attendance at worship

*For completion by your minister of religion*

1. I hereby confirm that the aforementioned child or at least one parent/carer of the aforementioned child has attended worship at a regular public service an average of at least (please tick):
   - ☐ Once a month for the two years immediately prior to the date of application; and
   - ☐ Twice a month for the two years immediately prior to the date of application; and
2. 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 Alliance[11] 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:** | |

**Note to the Parent/Carer:** *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 and including the Fellowship of Independent Evangelical (FIEC) Churches.

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**ANNEX O**

# Naburn CE Primary School Admissions Policy

## Reception entry - 2027 to 2028

| | |
|---|---|
| **Important:** This document can only be considered valid when viewed on the Trust website. If this document has been printed or saved to another location, you must check that the version number on your copy matches that of the document online.<br><br>**Name and Title of Author:** | Francesca Roper |
| **Name of Responsible Committee/Individual:** | Trust Board |
| **Implementation Date:** | Spring 2026 |
| **Review Date:** | Autumn 2026 |

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**ANNEX O**

## 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. The school has a Published Admission Number (PAN) of 12.
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. 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. Under the primary and infant school admission arrangements the allocation of places is based on where the child/parent lives and the preferences of parent/carers.
5. The admission of children 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.
6. Advice and information for parent/carers on school admissions, including **key information that applies to all applications** as well as some frequently asked questions are available in the Guide for Parents which is available at www.york.gov.uk/GuideForParents or upon request from the School Admissions team. It is recommended that all applicants consider the information in the Guide for Parents before making an application.

**ANNEX O**

7. 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.

**ANNEX O**

## 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 2022 to 31 December 2022 | 31 December 2027 | The start of the 'spring' term in January 2028 |
| 1 January 2023 to 31 March 2023 | 31 March 2028 | The start of the 'summer' term in April 2028 |
| 1 April 2023 to 31 August 2023 | 31 August 2028 | The start of the 'autumn' term in September 2028. |

If you would like to delay your child's entry, so they do not start full-time in September 2027, 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 2027, 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 on email: education@york.gov.uk, 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 2027 but instead start Reception in September 2028, 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 2026. 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 2027. 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 2027'.

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: www.york.gov.uk/GuideForParents.
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.

**ANNEX O**

## B: Oversubscription criteria

Some schools will be oversubscribed – that is where the number of applicants exceeds the Published Admission Number of 12. 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: www.york.gov.uk/guideforparents.
   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.

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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 Guide for Parents: www.york.gov.uk/guideforparents.

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. A medical condition alone does not guarantee ESM criteria.
   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).

**ANNEX O**

## 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 2027. 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.

**ANNEX O**

## 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.

**ANNEX O**

## E: Late Applications

1. Applications received after the closing date of 15 January 2027 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:
    - this is accompanied by a satisfactory reason provided at the time of application; and
    - 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.

**ANNEX O**

## F: Waiting List

1. If a school is oversubscribed, a waiting list will be held from when offers have been made until 31 December 2027. After 31 December 2027, 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 applications for the following school year open in 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.

**ANNEX O**

## G: Timetable

**By 12 September 2026:** Opening date for applications. 'School admissions application for Primary School in September 2026' form made available and online applications start to be accepted at www.york.gov.uk/admissions.

**15 January 2027:** Closing date for 'on-time' applications (both online and by paper 'School admissions application for Primary School in September 2027' form).

**From 16 January 2027:** Applications received may be treated as 'late'.

**16 April 2027 or next working day:** National Offer Day.

**17 May 2027:** Deadline for return of appeal papers for 'on-time' applicants.

**7 June 2027 to 19 July 2027:** Admission appeals for 'on-time' applicants.

**September 2027:** Start of the school year.

**31 December 2027:** Waiting list for all community and voluntary controlled primary and infant schools closes.

**ANNEX O**

## H: Contact details for correspondence

City of York Council Education Support Services

West Offices

Station Rise

York

YO1 6GA

Telephone: 01904 551554

Email: education@york.gov.uk

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ANNEX P

# Admissions Policy
# Reception Entry 2027 - 2028

## For York Schools within Pathfinder Multi Academy Trust

# Contents

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# 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 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 school for the first time. It does not apply to 'in-year' applications for a place at a 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.

1.3 The Published Admission Number (PAN) is the number of pupils it is intended to admit into reception. This number differs for each school and for 2027 - 2028 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, 45 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 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 2022 to 31 December 2022 | 31 December 2027 | The start of the 'Spring' term in January 2028 |
| 1 January 2023 to 31 March 2023 | 31 March 2028 | The start of the 'Summer' term in April 2028 |

| | | |
|---|---|---|
| 1 April 2023 to 31 August 2023 | 31 August 2028 | The start of the 'Autumn' term in September 2028 |

If you would like to delay your child's entry, so they do not start full-time in September 2027, 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 2027, 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 Education Support Services team on email: education@york.gov.uk, 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 2027, but instead start Reception in September 2028, 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 2026. 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 2027. 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 2027'. 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 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.

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 Education Support 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 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 Trust.

3.3 **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.

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.

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.

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 2027. 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 2027 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, 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 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 2027. After 31 December 2027, 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 2026** | Opening date for applications. 'School admissions application for Primary School in September 2026' form made available and online applications start to be accepted at www.york.gov.uk/admissions |
| **15 January 2027** | Closing date for 'on-time' applications (both online and by paper 'School admissions application for Primary School in September 2027' form) |
| **from 16 January 2027** | Applications received may be treated as 'late' |
| **16 April 2026 (or next working day)** | National Offer Day |
| **17 May 2027** | Deadline for return of appeal papers for 'on-time' applicants |
| **7 June 2027 - 19 July 2027** | Admission appeals for 'on-time' applicants |
| **September 2027** | Start of the school year |
| **31 December 2027** | 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 Academy (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

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## APPENDIX 2: Supplementary Information Form

## Archbishop Holgate's School, a Church of England Academy

## Supplementary Information Form - 2027 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:<br>(as per Local Authority application form) | |

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

| **Criterion summary**<br>(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.*<br><br>*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:<br>(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 2026**

DRAFT

*(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 Alliance[12] 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.

ANNEX R

**APPENDIX 2:**

## Supplementary Information Form

## Heworth Church of England Primary School

### Supplementary Information Form – September 2027 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.** |
| | | | |
| **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 the school Heworth Primary School, 53 Heworth Road, York YO31 0AA by 15 January 2027.**

*(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 Alliance[2] 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.

ANNEX S

**Appendix 2 - Supplementary Information Form**

## Manor Church of England Academy
## Supplementary Information Form (2027-28) - Admissions

**Please note that it is only necessary to complete this form where you are applying for priority under oversubscription criteria 2, 3 and 4 in the School's admissions policy.**

| | |
|---|---|
| **Name of Child:** | |
| **Date of Birth:** | |
| **Address including postcode (as per Local Authority application form):** | |
| **Primary School(s) Attended:** | |
| **Do you presently have a sibling enrolled at Manor Church of England Academy?** *If so, please provide Name(s) and year group(s)* | |

**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 | | *Please note additional information is required as set out in section 4.4 of the School Admissions policy.*<br><br>*Please give name of member of staff:*<br><br>_____ |

**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 2026.**

*(Supplementary Information Form continued)*

## Confirmation of regular attendance at worship

*For completion by your minister of religion*

1. I hereby confirm that the aforementioned child or at least one parent/carer of the aforementioned child has attended worship at a regular public service an average of at least (please tick):
   - ☐ Once a month for the two years immediately prior to the date of application; and
   - ☐ Twice a month for the two years immediately prior to the date of application; and
2. 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 Alliance[11] 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:** | |

**Note to the Parent/Carer:** *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 and including the Fellowship of Independent Evangelical (FIEC) Churches.

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ANNEX T

# Archbishop Holgate's School

## A Church of England Academy

Founded 1546

# 2027-2028 Admissions Policy

***This policy is for students to start Sixth Form in September 2026***

| | |
|---|---|
| Approved by Trust | 2026 |
| Next review due | 2027 |

## 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.

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## 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 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.)

(5) 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.)

(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.)

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**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 2026 |
| 2 | External students complete application | January 2027 |
| 2 | School accepts application and this is communicated to parents | January 2027 |
| 4 | GCSE results published | August 2027 |
| 5 | Admission confirmed or refused | August 2027 |
| 6 | Independent appeals | September 2027 |

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: klandy@ahs.pmat.academy

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**ANNEX U**

# Huntington School Admissions Policy Year 12 Entry – 2027 to 2028

**ANNEX U**

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**ANNEX U**

## 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.

**ANNEX U**

## 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 up to 40 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.

**ANNEX U**

## B: Minimum entry requirements

All students seeking admission to Year 12 must achieve the necessary grades for access onto the courses they have chosen.

**ANNEX U**

## C: Oversubscription criteria

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;

**ANNEX U**

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.

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.

**ANNEX U**

## 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.

**ANNEX U**

## 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.

**ANNEX U**

## F: Late Applications

Late applications will be considered up to the end of the first full week of the Autumn Term 2027.

**ANNEX U**

## G: Timetable for admission

**December 2026:** Students complete application.

**December 2026:** School accepts application and informs parent application has been received.

**February 2027:** Application processed.

**August 2027:** Year 11 results published.

**August 2027:** Admission confirmed or refused.

**September 2027:** Independent Appeals.

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

**ANNEX U**

## H: Contact details for correspondence

**Huntington School**

Huntington Road,
Huntington,
York,
YO32 9WT
Telephone: 01904 752100
Emai: mail@huntington-ed.org.uk
Website: www.huntingtonschool.co.uk

**City of York Council Education Support Service**

West Offices,
Station Rise,
York,
YO1 6GA
Telephone: 01904 551554
Email: education@york.gov.uk
Website: www.york.gov.uk/schools

**ANNEX V**

# The Joseph Rowntree School Admissions Policy Year 12 entry - 2027 to 2028

**ANNEX V**

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**ANNEX V**

## 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 in the Guide for Parents 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.

**ANNEX V**

## 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.

**ANNEX V**

## 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.

**ANNEX V**

## C: Oversubscription criteria

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);

**ANNEX V**

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.
   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.

**ANNEX V**

## 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.

**ANNEX V**

## 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.

**ANNEX V**

## F: Late Applications

Late applications will be considered up to the end of the first full week of the Autumn Term 2027, where spaces are still available.

**ANNEX V**

## G: Timetable for admission

**November 2026 to January 2027:** Students complete application.

**January 2027 to March 2027:** Application processed.

**March 2027:** School accepts application, subject to Year 11 results and this is communicated to both students and parents.

**August 2027:** Year 11 results published.

**August 2027:** Admission confirmed or refused.

**September 2027:** 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
Telephone: 01904 552100
Email: joseph.rowntree@york.gov.uk
Website: www.josephrowntreeschool.co.uk

**City of York Council Education Support Services**
West Offices,
Station Rise,
York,
YO1 6GA
Telephone: 01904 551554
Email: education@york.gov.uk
Website: www.york.gov.uk/schools

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**ANNEX W**

Huntington School

**HUNTINGTON SCHOOL SIXTH FORM**

**APPLICATION FORM**

**APPLICATION FOR ENTRY SEPTEMBER 2027**

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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 H Richards
Director of Sixth Form
Huntington School
Huntington Road
York
YO32 9WT

**ANNEX W**

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 **end of January (date to be confirmed by school)** 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 _____

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**For Administration use only:**

| **Date application received:** | **Initial Acceptance letter sent out:** | **Confirmation of their options letter sent out:** |
|---|---|---|
| | | |

**ANNEX X**

# 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 <u>currently a student</u> 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** | |
| **Chemistry** | | **Politics (Huntington)** | |
| **Computer Science (Huntington)** | | **Psychology** | |
| **Design and Technology (Product Design)** | | **Spanish** | |
| **Drama & Theatre Studies** | | **Sociology** | |
| **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.

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**ANNEX Y**

# Joseph Rowntree Sixth Form Application Form

**Please complete this form if you are <u>not currently a student</u> 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:- | | | |
| **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.** | | | |
| 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:-<br><br>Mobile & Name:- |
| Email Address:- | |

Joseph Rowntree Sixth Form Application Form

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**ANNEX Y**

**Please complete this form if you are <u>not currently a student</u> 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** | |
| **Chemistry** | | **Politics (Huntington)** | |
| **Computer Science (Huntington)** | | **Psychology** | |
| **Design and Technology (Product Design)** | | **Spanish** | |
| **Drama & Theatre Studies** | | **Sociology** | |
| **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 | | |

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# ANNEX Z

## Reception Published Admission Number

| Estab | Community and Voluntary Controlled Primary and Infant Schools | Previously Determined (2025/26) | Previously Determined (2026/27) | Proposed (2027/28) |
|---|---|---|---|---|
| 2003 | Carr Infant | 60 | 60 | 60 |
| 2018 | Clifton Green Primary | 60 | 45 | 30 |
| 2013 | Copmanthorpe Primary | 60 | 30 | 30 |
| 2007 | Dringhouses Primary | 45 | 45 | 45 |
| 3152 | Elvington CE Primary | 20 | 20 | 20 |
| 2008 | Fishergate Primary | 45 | 45 | 45 |
| 2241 | Headlands Primary | 45 | 45 | 30 |
| 3158 | Lord Deramore's Primary | 30 | 30 | 30 |
| 2058 | Ralph Butterfield Primary | 50 | 45 | 45 |
| 3002 | St Barnabas' CE Primary | 30 | 15 | 15 |
| 3222 | St Mary's CE Primary | 15 | 15 | 15 |
| 3156 | St Oswald's CE Primary | 45 | 45 | 45 |
| 3003 | St Paul's CE Primary | 28 | 28 | 28 |
| 2227 | Stockton on the Forest Primary | 15 | 15 | 15 |
| 2017 | Westfield Primary | 80 | 60 | 60 |
| 2240 | Wigginton Primary | 40 | 40 | 40 |
| 2015 | Yearsley Grove Primary | 60 | 60 | 60 |
| | **Voluntary Aided and Academy Primary Schools** | | | |
| 2000 | Acomb Primary | 45 | 45 | 45 |
| 2431 | Badger Hill Primary | 30 | 30 | 30 |
| 2386 | Bishopthorpe Infant | 30 | 30 | 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 | 30 | 30 |
| 2180 | Huntington Primary | 60 | 45 | 45 |
| 2011 | Knavesmire Primary | 60 | 60 | 60 |
| 2428 | Lakeside Primary | 30 | 30 | 30 |
| 2033 | Naburn CE Primary | 12 | 12 | 12 |
| 2021 | New Earswick Primary | 30 | 30 | 30 |
| 2176 | Osbaldwick Primary | 45 | 45 | 45 |
| 3904 | Our Lady Queen of Martyrs Primary | 60 | 45 | 45 |
| 2012 | Park Grove Primary | 40 | 40 | 40 |
| 2029 | Poppleton Ousebank Primary | 60 | 60 | 60 |
| 2014 | Poppleton Road Primary | 60 | 60 | 60 |
| 3212 | Robert Wilkinson Primary Academy | 75 | 75 | 75 |
| 2349 | Rufforth Primary | 15 | 15 | 15 |
| 2016 | Scarcroft Primary | 45 | 45 | 45 |
| 2169 | Skelton Primary | 26 | 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 | 15 | 15 | 15 |
| 3403 | St Wilfrid's RC Primary | 40 | 30 | 30 |
| 2429 | Tang Hall Primary | 30 | 30 | 30 |
| 3380 | Wheldrake CE Primary | 30 | 30 | 30 |
| 2027 | Woodthorpe Primary | 60 | 60 | 60 |
| | **Total Reception places available** | **2006** | **1866** | **1836** |

## Year 3 Published Admission Number

| | Community and Voluntary Controlled Junior Schools | Previously Determined (2025/26) | Previously Determined (2026/27) | Proposed (2027/28) |
|---|---|---|---|---|
| 3229 | Archbishop of York's CE Junior | 45 | 45 | 45 |
| 2002 | Carr Junior | 60 | 60 | 60 |
| | **Total Year 3 places available** | **105** | **105** | **105** |

## Year 7 Published Admission Number

| | Community and Voluntary Controlled Secondary Schools | Previously Determined (2025/26) | Previously Determined (2026/27) | Proposed (2027/28) |
|---|---|---|---|---|
| 4063 | Huntington School | 239 | 239 | 239 |
| 4508 | Joseph Rowntree School | 210 | 210 | 210 |
| | **Voluntary Aided and Academy Secondary Schools** | | | |
| 4702 | All Saints RC School | 178 | 178 | 178 |
| 4500 | Archbishop Holgate's CE School | 300 | 300 | 300 |
| 4153 | Fulford School | 300 | 300 | 300 |
| 4602 | Manor CE Academy | 240 | 240 | 240 |
| 4229 | Millthorpe School | 210 | 210 | 210 |
| 4000 | Vale of York Academy | 150 | 150 | 150 |
| 4001 | York High School | 150 | 150 | 150 |
| | **Total Year 7 places available** | **1977** | **1977** | **1977** |

## Year 12 'External' Published Admission Number

| | Community and Voluntary Controlled Secondary Schools | Previously Determined (2025/26) | Previously Determined (2026/27) | Proposed (2027/28) |
|---|---|---|---|---|
| 4063 | Huntington School | 30 | 30 | 40 |
| 4508 | Joseph Rowntree School | 30 | 30 | 30 |
| | **Voluntary Aided and Academy Secondary Schools** | | | |
| 4702 | All Saints RC School | 35 | 35 | 35 |
| 4500 | Archbishop Holgate's CE School | 40 | 40 | 40 |
| 4153 | Fulford School | 35 | 35 | 35 |
| | **Total 'external' Year 12 places available** | **170** | **170** | **190** |

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**ANNEX AA**

# Schools in the City of York Local Authority Area In Year Coordinated Admissions Scheme 2027 to 2028

## Last Updated: June 2025

## Last Approved:

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CITY OF YORK COUNCIL

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## 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:
    a. where a child has previously been educated outside of their chronological year group within the UK;
    b. where a child has previously had an agreed 'deferral' for entry into Reception from the LA or another UK Local Authority;
    c. 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

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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 (this could be subject to change if a MAT no longer wishes to use this service). 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

**ANNEX AA**

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.

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## 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.
5. 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.
6. 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.
7. The form will invite applicants to –

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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

8. 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 Admissions 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 Home to School Transport 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
9. 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. The school will then advise the Admissions Team accordingly.
10. If the LA receives both an online and manual application, and they differ, the LA will query this with the applicant.

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11. 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.
12. Following submission of an application, the LA may seek clarification of Pupil Premium and/or Service Premium eligibility from the previous school for Year 7 application, in line with the admission arrangements for Year 7 applications. If information is not supplied within the set timeframe the Pupil Premium and/or Service Premium criteria may not be applied.

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**ANNEX AA**

## C: Timescales

1. Where a request is made regarding the number of school places available, requests will be answered within **2 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 or official confirmation.
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 allocated 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 may be at the start of a new half term or other suitable day to be determined by the allocated school. Ordinarily a start date would be within two weeks of the in year school allocation.

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6. If an application is referred to the Fais Access Protocol, the allocation of a school place may take longer in line with the School Admissions Code 2021 “where is has been agreed that a child will be considered under the Fair Access Protocol, a school place must be allocated for that child with 20 school days.”

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**ANNEX AA**

## 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 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.
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 and communication with other admission authorities in their respective areas.
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 information from schools within the City of York area for the purposes of determining where a place can be allocated.
7. 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.
8. 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.

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## 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
    d. if a place is being allocated from the waiting list (as the request of the admission authority)
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 or confirmation as to whom is most entitled to the available place according to their own admissions policies or oversubscription criteria. If a school disagrees with the oversubscription criteria, they must advise the Admissions Team on receipt of the information.
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 **2 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

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**Fair Access Meeting Partnership** who will consider the application.

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## 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 Lead 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, as a reasonable offer, 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.

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## 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. The only exception is if your application has been referred to the Fair Access Meeting on the basis of "challenging behaviour" and a place is not offered. Applications refused at the Fair Access Meeting on "challenging behaviour of the child" will not be added to the school waiting list however the parent/carers do have the right to appeal the admission authority decision to refuse the application.
2. 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 **5 July**.
3. 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.
4. 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.
5. 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.
6. 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.

**ANNEX AA**

## H: Appeals

1. Where an applicant has been refused a place at a school of their preference, the applicant will be informed of 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.

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## J: Contact details for correspondence

City of York Council Education Support Services

West Offices

Station Rise

York

YO1 6GA

Telephone: 01904 551554

Email: education@york.gov.uk

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## K: City of York Schools

- Acomb Primary (Academy, 4-11)
- 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, 4-11)
- Bishopthorpe Infant (Academy, 5-7)
- Burton Green Primary (Academy, 2-11)
- Carr Infant (Community, 3-7)
- Carr Junior (Academy, 7-11)
- Clifton Green Primary (Community, 3-11)
- Clifton with Rawcliffe Primary (Academy, 3-11)
- Copmanthorpe Primary (Community, 3-11)
- Dringhouses Primary (Community, 4-11)
- Dunnington CE Primary (Academy, 5-11)
- Elvington CE Primary (Voluntary Controlled, 4-11)
- Fishergate Primary (Community, 3-11)
- Fulford School (Academy, 11-18)
- Haxby Road Primary (Academy, 2-11)
- Headlands Primary (Community, 4-11)
- Hempland Primary (Academy, 4-11)
- Heworth CE Primary (Academy, 5-11)
- Hob Moor Community Primary (Academy, 3-11)
- Huntington Primary (Academy, 5-11)
- Huntington School (Community, 11-18)
- Joseph Rowntree School (Voluntary Controlled, 11-18)
- Knavesmire Primary (Academy, 3-11)
- Lakeside Primary (Academy, 5-11)
- Lord Deramore's Primary (Voluntary Controlled, 4-11)
- Manor CE Academy (Academy, 11-16)
- Millthorpe School (Academy, 11-16)
- Naburn CE Primary (Academy, 4-11)
- New Earswick Primary (Academy, 2-11)
- Osbaldwick Primary (Academy, 3-11)
- Our Lady Queen of Martyrs RC Primary (Academy, 3-11)

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- Park Grove Primary (Academy, 5-11)
- Poppleton Ousebank (Academy, 3-11)
- Poppleton Road Primary (Academy, 3-11)
- Ralph Butterfield Primary (Community, 4-11)
- Robert Wilkinson Primary (Academy, 2-11)
- Rufforth Primary (Community, 4-11)
- Scarcroft Primary (Academy, 4-11)
- Skelton Primary (Community, 3-11)
- St Aelred's RC Primary (Academy, 3-11)
- St Barnabas' CE Primary (Voluntary Controlled, 5-11)
- St George's RC Primary (Academy, 3-11)
- St Lawrence's CE Primary (Academy, 3-11)
- St Mary's CE Primary (Voluntary Controlled, 4-11)
- St Oswald's CE Primary (Voluntary Controlled, 4-11)
- St Paul's CE Primary (Voluntary Controlled, 4-11)
- St Wilfrid's RC Primary (Academy, 3-11)
- Stockton on the Forest Primary (Community, 4-11)
- Tang Hall Primary (Academy, 2-11)
- Vale of York Academy (Academy, 11-16)
- Westfield Primary Community (Community, 3-11)
- Wheldrake with Thorganby CE Primary (Academy, 4-11)
- Wigginton Primary (Community, 4-11)
- Woodthorpe Primary (Academy, 3-11)
- Yearsley Grove Primary (Community, 3-11)
- York High School (Academy, 11-16)

View school contact details:
https://www.york.gov.uk/SchoolsContactDetails.

School details correct at the time of update.

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**ANNEX AB**

# Community and Voluntary Controlled Schools In Year Admissions Policy 2027 to 2028

Last Updated: August 2025

Last Approved:

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CITY OF YORK COUNCIL

**ANNEX AB**

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## 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.

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## 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:
    a. where a child has previously been educated outside of their chronological year group within the UK;
    b. where a child has previously had an agreed '**deferral**' for entry into Reception from the LA or another UK Local Authority;
    c. 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 which is available at www.york.gov.uk/GuideForParents.
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 addition 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.

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**ANNEX AB**

## B: Oversubscription criteria - Primary

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, places will be allocated in line with the admission arrangements and oversubscription criteria of the school. The oversubscription criteria set out below will be used to prioritise all applicants who have applied for a place at a school who use this oversubscription criteria:

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 which is available at www.york.gov.uk/GuideForParents.
   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. A medical diagnosis does not guarantee ESM criteria.
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.

**Tie break**

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-breaker 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 multiple birth sibling(s), we will work within the Admissions Code in order to make a place available for the sibling(s) wherever reasonably possible.

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## C: Oversubscription criteria Year 7 from 1st January

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, places will be allocated in line with the admission arrangements and oversubscription criteria of the school. The oversubscription criteria set out below will be used to prioritise all applicants who have applied for a place at a school who use this oversubscription criteria:

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 which is available at www.york.gov.uk/GuideForParents.
   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. A medical diagnosis does not guarantee ESM criteria.
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. **Other applications for whom no previous criteria applies (previously called distance) where a pupil is eligible for Pupil Premium or Service Pupil Premium ordered from closest to furthest from school.** Pupils who are eligible for Pupil Premium or

Service Pupil Premium on 31st October 2026, ordered by who lives closest to the preferred school using the nearest available safe walking route.

In line with the City of York Council and York School and Academy Board's (YSAB) commitment to Fair School Admissions, Pupil Premium and/or Service Pupil Premium eligible pupils will be ranked above those not eligible for Pupil Premium and/or Service Pupil Premium within a distance criteria.

In Year Year 7 Applications – applications received after 31st December 2027 (for Year 7 applications prior ro 31st December 2027 please see the Year 7 admission policy)
If an In Year Year 7 application is received the Pupil Premium will only be applied at the time of application. Eligibility must be confirmed at the time of application (within 5 days) by the current/previous school. If there is a change in circumstances this will not be amended or applied after the point of making a school application.

As defined in the School Admissions Code 2021, Pupil Premium is additional funding paid annually to schools under Section 14 of the Education Act 2002 for the purposes of supporting the attainment of disadvantaged children. Service premium is additional funding paid annually to schools under Section 14 of the Education Act 2002 for the purposes of supporting the pastoral needs of the children of Armed Services personnel.

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.

**7 Other applications for whom no previous criteria applies (previously called distance) where a pupil is not eligible for**

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**Pupil Premium or Service Pupil Premium ordered from closest to furthest from school.** 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.

**Tie break**

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-breaker 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 multiple birth sibling(s), we will work within the Admissions Code in order to make a place available for the sibling(s) wherever reasonably possible.

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## D: Oversubscription criteria Years 8-11

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, places will be allocated in line with the admission arrangements and oversubscription criteria of the school. The oversubscription criteria set out below will be used to prioritise all applicants who have applied for a place at a school who use this oversubscription criteria:

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 which is available at www.york.gov.uk/GuideForParents.
   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. A medical diagnosis does not guarantee ESM criteria.
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.

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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.

**Tie break**

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-breaker 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 multiple birth sibling(s), we will work within the Admissions Code in order to make a place available for the sibling(s) wherever reasonably possible.

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## E: 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.

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**ANNEX AB**

## F: 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.

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**ANNEX AB**

## G: 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 Fair Access Meeting Partnership who will consider the application.
If an application is referred to the Fair Access Partnership on the basis of the child's "challenging behaviour" and a place is not offered, the applicant will not be added to the waiting list for the school however parent/carers do have the right to appeal the decision to refuse the application.

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**ANNEX AB**

## H: 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. The only exception is if your application has been referred to the Fair Access Meeting on the basis of “challenging behaviour” and a place is not offered. Applications refused at the Fair Access Meeting will not be added to the school waiting list however the parent/carers do have the right to appeal the admission authority decision to refuse the application.
2. 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 **5 July**.
3. 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.
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.
5. 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.

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## I: Contact details for correspondence

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

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**ANNEX AB**

## J: 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)
- 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:
https://www.york.gov.uk/SchoolsContactDetails.

School details correct at the time of update.

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ANNEX AC

CITY OF YORK COUNCIL

School admissions application for

# Primary School in September 2027

## When should I apply for a school place?

You should apply for a school place by **15 January 2027** in the school year your child turns 4. Children who were born between 01 September 2025 and 31 August 2026 will start infant or primary school in **September 2027**. You will be notified of the results of your application from **16 April 2027**. You can apply online or find more information including school admissions policies at **york.gov.uk/admissions**.

## Special Educational Needs

There is a separate admissions process if your child has an Education, Health and Care Plan (EHCP) - see **Our Local Offer for SEND (yorksend.org)**. You should also contact the SEN team responsible for your child's EHCP.

## Parent/Carer's details

| | |
|---|---|
| Surname | Title |
| Forename | Relationship to Child |
| Email Address | Mobile Phone |

## Pupil's details

| | |
|---|---|
| Surname | Date of Birth |
| Forename | Gender |
| Address (this must be their main residence) | Postcode |
| | Current School |

Is this child currently in the care of a Local Authority? ☐ Yes ☐ No

Has this child been adopted from Local Authority care? ☐ Yes ☐ No

## Your preferences

You can name up to 5 schools as preferences and we recommend that you include your **catchment** school as one of your preferences. If you are applying for an academy or voluntary aided school on the grounds of religion or belief, you may need to also complete a **Supplementary Information Form** available direct from the school. Beside each preference you should note additional information relevant to your application such as the name and date of birth of a **sibling** who attends the school or the Local Authority area where the school is located if this is outside York. Additional details for other reasons should be emailed to **education@york.gov.uk**.

| | |
|---|---|
| 1st Preference | Sibling |
| 2nd Preference | Sibling |
| 3rd Preference | Sibling |
| 4th Preference | Sibling |
| 5th Preference | Sibling |

## Reason(s) for your preferences

Please enter reasons for any of your preferences below, stating to which school the reason applies. Please attach additional pages where necessary:

## Declaration

I declare that all information I have given is correct. I understand that false or fraudulent information may result in my child losing his/her school place.

- I have parental responsibility for the child and I confirm that all other persons with parental responsibility have agreed to the preferences of schools given. I confirm that to my knowledge, there are no applications before the County/Magistrates Courts by a parent or someone claiming to be a parent disputing the child's residence or which school they should attend.
- I understand that the information provided on this form will be processed in accordance with the requirements of the General Data Protection Regulations 2018 (see note below).

## Please note:

- The **Guide for Parents** contains advice and information we recommend you consider prior to making an application. The Guide explains key information including how places are allocated and how applications are processed. Please visit **york.gov.uk/admissions**
- The data you have provided to City of York Council will be used by us, and may be shared with schools and the Department for Education for the purposes of providing for children's education and supporting your child's teaching and learning. For more information on how we use your data, including Schools Privacy Notice, please visit **york.gov.uk/admissions**
- The City of York Council reserves the right to withdraw a school place at any time if the information provided in this application is untrue or incorrect in any way.

| Signed | Date |
|---|---|
| | |

## Return to:

School Admissions Team
West Offices,
Station Rise,
York, YO1 6GA

Or email: **education@york.gov.uk**

Find out more online at: **york.gov.uk/admissions** or call: **01904 551554**.

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ANNEX AD

CITY OF YORK COUNCIL

School admissions application for

# Junior School in September 2027

## When should I apply for a school place?

If your child is in Year 2 at an infant school, you need to apply for a junior school place by **15 January 2027**. There are 2 junior schools in York, Archbishop of York's CE Junior and Carr Junior. You will be notified of the results of your application from **16 April 2027**. You can apply online or find more information including school admissions policies at **york.gov.uk/admissions**.

## Special Educational Needs

There is a separate admissions process if your child has an Education, Health and Care Plan (EHCP) - see **Our Local Offer for SEND (yorksend.org)**. You should also contact the SEN team responsible for your child's EHCP.

## Parent/Carer's details

| | |
|---|---|
| Surname | Title |
| Forename | Relationship to Child |
| Email Address | Mobile Phone |

## Pupil's details

| | |
|---|---|
| Surname | Date of Birth |
| Forename | Gender |
| Address (this must be their main residence) | Postcode |
| | Current School |

Is this child currently in the care of a Local Authority? ☐ Yes ☐ No

Has this child been adopted from Local Authority care? ☐ Yes ☐ No

## Your preferences

You can only name junior schools, not other primary schools, as preferences.

Beside each preference you should note additional information relevant to your application such as the name and date of birth of a **sibling** who attends the school or the Local Authority area where the school is located if this is outside York. Additional details for other reasons should be emailed to **education@york.gov.uk**.

| | |
|---|---|
| 1st Preference | Sibling |
| 2nd Preference | Sibling |
| 3rd Preference | Sibling |
| 4th Preference | Sibling |
| 5th Preference | Sibling |

## Reason(s) for your preferences

Please enter reasons for any of your preferences below, stating to which school the reason applies. Please attach additional pages where necessary:

## Declaration

I declare that all information I have given is correct. I understand that false or fraudulent information may result in my child losing his/her school place.

- I have parental responsibility for the child and I confirm that all other persons with parental responsibility have agreed to the preferences of schools given. I confirm that to my knowledge, there are no applications before the County/Magistrates Courts by a parent or someone claiming to be a parent disputing the child's residence or which school they should attend.
- I understand that the information provided on this form will be processed in accordance with the requirements of the General Data Protection Regulations 2018 (see note below).

## Please note:

- The **Guide for Parents** contains advice and information we recommend you consider prior to making an application. The Guide explains key information including how places are allocated and how applications are processed. Please visit **york.gov.uk/admissions**
- The data you have provided to City of York Council will be used by us, and may be shared with schools and the Department for Education for the purposes of providing for children's education and supporting your child's teaching and learning. For more information on how we use your data, including Schools Privacy Notice, please visit **york.gov.uk/admissions**
- The City of York Council reserves the right to withdraw a school place at any time if the information provided in this application is untrue or incorrect in any way.

| Signed | Date |
|---|---|
| | |

## Return to:

School Admissions Team
West Offices,
Station Rise,
York, YO1 6GA

Or email: **education@york.gov.uk**

Find out more online at: **york.gov.uk/admissions** or call: **01904 551554**.

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ANNEX AE

CITY OF YORK COUNCIL

School admissions application for

# Secondary School in September 2027

## When should I apply for a school place?

When your child is in Year 6 at a primary or junior school, you need to apply for a secondary school place by **31 October 2026**. You will be notified of the results of your application from **01 March 2027**. You can apply online or find more information including school admissions policies and the Guide for Parents at **york.gov.uk/admissions**.

## Special Educational Needs

There is a separate admissions process if your child has an Education, Health and Care Plan (EHCP) - see **Our Local Offer for SEND (yorksend.org)**. You should also contact the SEN team responsible for your child's EHCP.

## Parent/Carer's details

| | |
|---|---|
| Surname | Title |
| Forename | Relationship to Child |
| Email Address | Mobile Phone |

## Pupil's details

| | |
|---|---|
| Surname | Date of Birth |
| Forename | Gender |
| Address (this must be their main residence) | Postcode |
| | Current School |

Is this child currently in the care of a Local Authority? ☐ Yes ☐ No

Has this child been adopted from Local Authority care? ☐ Yes ☐ No

## Your preferences

You can name up to 5 schools as preferences and we recommend that you include your **catchment** school as one of your preferences. If you are applying for an academy or voluntary aided school on the grounds of religion or belief, you may need to also complete a **Supplementary Information Form** available direct from the school. Beside each preference you should note additional information relevant to your application such as the name and date of birth of a **sibling** who attends the school or the Local Authority area where the school is located if this is outside York. Additional details for other reasons should be emailed to **education@york.gov.uk**.

| | |
|---|---|
| 1st Preference | Sibling |
| 2nd Preference | Sibling |
| 3rd Preference | Sibling |
| 4th Preference | Sibling |
| 5th Preference | Sibling |

## Reason(s) for your preferences

Please enter reasons for any of your preferences below, stating to which school the reason applies. Please attach additional pages where necessary:

## Declaration

I declare that all information I have given is correct. I understand that false or fraudulent information may result in my child losing his/her school place.

- I have parental responsibility for the child and I confirm that all other persons with parental responsibility have agreed to the preferences of schools given. I confirm that to my knowledge, there are no applications before the County/Magistrates Courts by a parent or someone claiming to be a parent disputing the child's residence or which school they should attend.
- I understand that the information provided on this form will be processed in accordance with the requirements of the General Data Protection Regulations 2018 (see note below).

## Please note:

- The **Guide for Parents** contains advice and information we recommend you consider prior to making an application. The Guide explains key information including how places are allocated and how applications are processed. Please visit **york.gov.uk/admissions**
- The data you have provided to City of York Council will be used by us, and may be shared with schools and the Department for Education for the purposes of providing for children's education and supporting your child's teaching and learning. For more information on how we use your data, including Schools Privacy Notice, please visit **york.gov.uk/admissions**
- The City of York Council reserves the right to withdraw a school place at any time if the information provided in this application is untrue or incorrect in any way.

| Signed | Date |
|---|---|
| | |

## Return to:

School Admissions Team
West Offices,
Station Rise,
York, YO1 6GA

Or email: **education@york.gov.uk**

Find out more online at: **york.gov.uk/admissions** or call: **01904 551554**.

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ANNEX AF

School admissions application for

# In Year applications from September 2027 to July 2028

## When should I apply for a school place?

If your child needs a school place in a City of York school, you can apply online at **york.gov.uk/admissions** or complete and return the application below. You can also find more information including school admissions policies at **york.gov.uk/admissions**.

## Special Educational Needs

There is a separate admissions process if your child has an Education, Health and Care Plan (EHCP) - see **Our Local Offer for SEND (yorksend.org)**. You should also contact the SEN team responsible for your child's EHCP.

## Parent/Carer's details

| | |
|---|---|
| Surname | Title |
| Forename | Relationship to Child |
| Email Address | Mobile Phone |

## Pupil's details

| | |
|---|---|
| Surname | Date of Birth |
| Forename | Gender |
| Address (this must be their main residence) | Postcode |
| | Current School |

Is this child currently in the care of a Local Authority? ☐ Yes ☐ No

Has this child been adopted from Local Authority care? ☐ Yes ☐ No

## Your preferences

You can name up to 5 schools as preferences and we recommend that you include your **catchment** school as one of your preferences. If you are applying for an academy or voluntary aided school on the grounds of religion or belief, you may need to also complete a **Supplementary Information Form** available direct from the school. Beside each preference you should note additional information relevant to your application such as the name and date of birth of a **sibling** who attends the school or the Local Authority area where the school is located if this is outside York. Additional details for other reasons should be emailed to **education@york.gov.uk**.

| | |
|---|---|
| 1st Preference | Sibling |
| 2nd Preference | Sibling |
| 3rd Preference | Sibling |
| 4th Preference | Sibling |
| 5th Preference | Sibling |

## Reason(s) for your preferences

Please enter reasons for any of your preferences below, stating to which school the reason applies. Please attach additional pages where necessary:

## Declaration

I declare that all information I have given is correct. I understand that false or fraudulent information may result in my child losing his/her school place.

- I have parental responsibility for the child and I confirm that all other persons with parental responsibility have agreed to the preferences of schools given. I confirm that to my knowledge, there are no applications before the County/Magistrates Courts by a parent or someone claiming to be a parent disputing the child's residence or which school they should attend.
- I understand that the information provided on this form will be processed in accordance with the requirements of the General Data Protection Regulations 2018 (see note below).

## Please note:

- The **Guide for Parents** contains advice and information we recommend you consider prior to making an application. The Guide explains key information including how places are allocated and how applications are processed. Please visit **york.gov.uk/admissions**
- Applications made more than **20 school days** before the school place is required will be not be accepted. Any applications submitted before this time will be returned.
- The data you have provided to City of York Council will be used by us, and may be shared with schools and the Department for Education for the purposes of providing for children's education and supporting your child's teaching and learning. For more information on how we use your data, including Schools Privacy Notice, please visit **york.gov.uk/admissions**
- The City of York Council reserves the right to withdraw a school place at any time if the information provided in this application is untrue or incorrect in any way.

| Signed | Date |
|---|---|
| | |

## Return to:

School Admissions Team
West Offices,
Station Rise,
York, YO1 6GA

Or email: **education@york.gov.uk**

Find out more online at: **york.gov.uk/admissions** or call: **01904 551554**.

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**Data Protection Impact Assessment Screening Checklist**

To confirm whether a full DPIA is required please go through the below and tick any boxes that are relevant.

| | |
|---|---|
| **Ref number:** | **RF-19578** |
| **Name and Job title:** | **Rachelle White \| School Admissions Manager** |
| **Date:** | **11.11.2025** |
| **Description -** Explain broadly what you aim to achieve and what type of processing it involves. You may find it helpful to refer or link to other documents, such as a project proposal, business case etc. | |
| **Decision Report:** Coordinated Admissions Schemes and Admission Arrangements for 2027-2028 School Year<br><br>**Subject of Report - Admission Arrangements for 2027-2028 School Admissions**<br><br>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 i September 2027. | |

Are you:

X ~~starting a new~~ (or reviewing an existing) project involving the use of personal data.

Are you planning to carry out any

- ☐ evaluation or scoring
- ☐ automated decision-making with significant effects.
- ☐ systematic monitoring.
- ☐ processing of sensitive data or data of a highly personal nature
- ☐ processing on a large scale
- ☐ processing of data concerning vulnerable data subjects
- ☐ innovative technological or organisational solutions
- ☐ processing that involves preventing data subjects from exercising a right or using a service or contract.
- ☐ profiling to make decisions about people
- ☐ automated decision-making to make decisions about people
- ☐ process special-category data or criminal-offence data
- ☐ systematically monitor a publicly accessible place e.g. CCTV
- ☐ use innovative technology *

☐ use profiling to help make decisions on someone's access to a service, opportunity, or benefit

☐ use automated decision-making to help make decisions on someone's access to a service, opportunity, or benefit

☐ use special category data to help make decisions on someone's access to a service, opportunity, or benefit

☐ carry out profiling on a large scale

☐ process biometric or genetic data *

☐ combine, compare, or match data from multiple sources

☐ process personal data without providing a privacy notice directly to the individual*

☐ process personal data in a way that involves tracking individuals' online or offline location or behaviour *

☐ process children's personal data for profiling or automated decision-making or for marketing purposes, or offer online services directly to them

☐ process personal data that could result in a risk of harm in the event of a breach

☐ a change to the nature, scope, context, or purposes of existing processing

If you have ticked any of the boxes above, you must complete a full DPIA. Please contact information.governance@york.gov.uk who will be able to advise and support you to do this

If you have not ticked any of the boxes above, you are not required to complete a full DPIA. However, we must record all decision making regarding DPIA, so please send your completed screening questionnaire to information.governance@york.gov.uk

*for information governance only – when advising or going through these points as part of the screening or full DPIA, note that these are "*in combination with any of the criteria in the European guidelines"* http://ec.europa.eu/newsroom/article29/item-detail.cfm?item_id=611236

| | |
|---|---|
| **Meeting:** | Combined Executive Member Decision Session |
| **Meeting date:** | 27/01/2026 |
| **Report of:** | Martin Kelly (Corporate Director, Children's and Education) |
| **Portfolio of:** | Cllr Robert Webb Executive Member for Children, Young People & Education |

# **Decision Report:** Childcare Sufficiency Assessment 2025

## Subject of Report

1. The purpose of this report is to update on how City of York Council is meeting its statutory duty to secure sufficient early years and childcare provision for children aged 0 – 14 years (and up to 18 years for children with SEND).

## Benefits and Challenges

2. The benefit of ensuring sufficiency means that parents will be supported to be able to work full time, more hours or flexible hours to make a positive difference to families' lives.

3. Children and young people can access high quality early education and childcare places to support positive development through the broadest range of environments and play opportunities.

4. Access to high quality early education benefits young children's cognitive, language and social development leading to better outcomes at aged five and improving their life chances overall. By creating new early education places where required more eligible young children will benefit to give them the best start in life.

5. There is also the opportunity to create new jobs in the early years and wraparound sectors as high calibre staff at all levels are required to deliver existing, new and expanded provision.

6. The challenges of ensuring sufficiency are that parents travel city wide to access early years childcare and it is difficult to predict where families will want to access their childcare.

7. The new Best Start in Life Strategy will bring opportunities for the childcare sector through the focus on increasing access to good quality childcare, with an emphasis on workforce development. The multi-agency local plan will see childcare providers as part of the development of an integrated family support system which improves holistic childcare development outcomes for every child.

8. The School Based Nursery programme which is currently in round 2 may bring opportunities to grow the market where there is an identified shortage of places to meet demand. Round 3 of the programme is expected to be launched in early 2026.

## Policy Basis for Decision

9. Education and Skills: High Quality Skills and Learning for All

   City of York Council 'CYC' has a statutory duty to secure sufficient high quality early years and childcare provision for children aged 0-14 (and up to 18 for children with SEND) which includes early education places for eligible children.

## Financial Strategy Implications

10. There are no financial implications arising from this report.

## Recommendation and Reasons

11. The recommendation is that the report is approved by the Executive Member and can be published on CYC website and a copy sent to the Department for education (DfE).

    Reason: In order to meet CYC's statutory duty.

## Background

12. The Childcare Act 2008 requires Local Authorities to report annually to elected council members on how they are meeting their duty to secure sufficient childcare and make this report available and accessible to parents. Local Authorities are responsible for determining the appropriate level of detail in their report, geographical division, and date of publication.

13. The annual childcare sufficiency report provides an overview of the current early years and childcare market in York, looking at both supply and demand, and key challenges that the sector are currently facing.

14. The Childcare Sufficiency Assessment 2025 is attached at Annex 1.

## Consultation Analysis

15. Childcare provider and parent surveys alongside local intelligence have informed the findings of the Childcare Sufficiency Assessment 2025.

16. Overall York is currently meeting its statutory duty to ensure that there is provision of childcare in the city to meet the needs of parents of children aged 0 – 5 years and there were significant vacancies available in the summer term 2025, however analysis based on current birth data shows the potential need for additional places to be created. DfE analysis also predicts a shortfall of places in York from September 2025 onwards.

17. The current analysis of wraparound provision for school aged children identified some gaps in provision and that there remains a small gap for children with complex needs. This is being addressed through the National Wraparound Programme funding.

18. The creation of any new places will consider the implications on council wide strategies including travel, inclusion etc. Also, the sustainability of existing local childcare providers.

19. The overall number of childcare providers for children aged 0 – 5 years has increased by one since the previous report, this addition is one academy nursery. The total number of childcare providers across the city is 189.

20. There are currently 3829 places available for children aged 0 – 5 years, compared to 2024 where there were 3674 places available showing an increase in overall early years places (155 more places than in 2024).

21. Summer 2025 occupancy data showed there were a total of 875 places vacant for 0 to 5 year olds, this is a slight increase when compared to Summer 2024 data which showed there were 737 places vacant (138 more vacancies).

22. There is the ongoing challenge for a small number of early years children with SEND and for school age children in terms of out of school provision. This continues to be an area of focus for the LA and a multi-agency working group has been established to ensure any areas of concerns can be addressed.

23. Take up of the funded entitlements for 3- and 4-year-olds continues to remain high across the city. Take-up of funded places for disadvantaged two year olds has remained consistent over the previous year and for summer term 2025 take-up was 88%, This remains higher than the national estimated average of 75%.

24. Historical underfunding of the early years and childcare sector and the current economic climate with rising operational costs means the early years and childcare market, locally and nationally, continues to remain very fragile. The vast majority of childcare providers who responded to our local provider survey felt they were reasonably confident that their business would be financially viable for the next year and had generated a surplus, however it was noted that four providers said they were not confident they would be financially viable for the next year and eight were not sure showing the vulnerability of the sector.

25. Recruitment and retention of practitioners remains a significant challenge for the sector, at both a local and national level. Levels of pay, lack of interest in the early years and childcare workforce as a career option, access to qualifications and losing staff due to early retirement and lifestyle changes is resulting in a severe shortage of staff which is impacting on the local childcare market. However in the provider survey it was noted that this year providers have had less reliance on agency staff compared to the previous year.

26. The large volume of proposed housing developments across the city also poses both challenge and opportunity for the market. It is anticipated there will be a large increase in demand from families moving into these developments and hence is likely to require new nursery builds and expansion of places in many areas of the city. S106 developer contributions are being secured wherever possible to increase capacity and mitigate the risk of increasing pressure on local availability.

27. Maintaining strong relationships between the local authority, providers and other key partners such as DfE, Job Centre Plus, local colleges etc continues to be fundamentally important in the ongoing effective delivery of the Childcare Sufficiency duty.

28. The Early Years and Childcare Service continues to undertake regular reviews of data and use local intelligence in a timely and effective way to support all types of providers and enables swift decision making to be made and encourage expansion where appropriate. A particular focus over the previous year has been around supporting provider sustainability.

**Options Analysis and Evidential Basis**

29. Not applicable

## Risks and Mitigations

To mitigate the risks of the council not meeting its statutory duty in 2025 the following local priorities have been identified:

30. An action plan has been drawn up to ensure sufficiency for the coming year, this is within the Childcare Sufficiency Assessment 2025.
31. Where ward level birth data and other supporting evidence suggests additional places are required, we will work with providers to increase capacity / create additional places. A full analysis has been undertaken at ward level to identify current / future predictions.
32. We will be utilising the Childcare Capital Expansion Grant to create any additional places ensuring any new place creation is suitable for children with SEND for both early years and wraparound.
33. Procurement processes continue to deliver on the National Wraparound Programme.
34. Continue to improve access and provision for children with SEND both for early years and wraparound care. Working alongside SEND partners.
35. Work with colleagues and partner agencies and ensure ongoing dialogue with DfE to continue to highlight current crisis around recruitment and retention and seek potential short and long term solutions.
36. Secure s106 developer contributions and follow procurement processes to support both expansion of existing early years provision / development of new provision to meet increase in demand arising from new housing developments.
37. Positively promote help with childcare costs / early education entitlements with a continued focus on ensuring disadvantaged 2 year olds can access a place.
38. Provide ongoing support to providers including high quality, timely guidance and advice with a focus on sustainability / business growth.
39. The falling birth rates could impact on longer term planning for sufficiency and impact provider sustainability. We are monitoring both birth rates and provider occupancy termly to mitigate the risks of oversupply.
40. In early 2025 the Department for Education launched the School Based Nursery Programme (SBN). The SBN programme was available for state funded primary phase schools and maintained nursery schools to apply for up to £150,000 of capital funding to create or expand a school-based nursery. One York school was successful with their application in round one and support remains available to schools for round 2 of the programme and will be available when round 3 is launched in 2026.

## Wards Impacted

41. The Childcare Sufficiency Assessment 2025 takes into account all wards across the city to ensure parents are able to access the childcare they require. The full report is an analysis city wide, however ward level analysis is undertaken to inform decision making.

## Contact details

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

Author: Dawn Wood, Early Years & Childcare Programme Reforms Lead

| | |
|---|---|
| **Name:** | Martin Kelly |
| **Job Title:** | Corporate Director |
| **Service Area:** | Children's and Education |
| **Telephone:** | |
| **Report approved:** | Yes |
| **Date:** | 12/01/2026 |

## Co-author

| | |
|---|---|
| **Name:** | Maxine Squires |
| **Job Title:** | Assistant Director |
| **Service Area:** | Education and Skills |
| **Telephone:** | |
| **Report approved:** | Yes |
| **Date:** | 12/01/2026 |

## Annexes

Annex 1: Childcare Sufficiency Assessment 2025

Annex 2: Equalities Impact Assessment

**ANNEX 1**

# CHILDCARE SUFFICIENCY ASSESSMENT 2025

*This report has been produced by: Early Years and Childcare Service, City of York Council*

**ANNEX 1**

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**ANNEX 1**

## Introduction and Background

This annual report updates elected members on how City of York Council is meeting its statutory duty to secure sufficient early years and childcare provision for children aged 0 – 14 years (and up to 18 years for children with a special educational need / disability).

### What is Early Years and Childcare?

Early Years and Childcare is the full range of provision on offer for 0 - 14 year olds (up to 18 years old for children with a special educational need / disability) across our Private, Voluntary, Independent and Maintained Sectors.

### Childcare Sufficiency Duty

The Childcare Act 2006 gives local authorities a key role in shaping the childcare market in their area and all local authorities have a duty of securing, so far as is reasonably practicable, sufficient childcare to meet the requirements of parents to enable them to: take up, or remain in, work, or access their early education entitlements.
Local authorities are required to report annually to elected council members on how they are meeting their duty to secure sufficient childcare and make this report available and accessible to parents. Local authorities are responsible for determining the appropriate level of detail in their report, geographical division, and date of publication. The local authority role is one of market facilitation and to:

- Ensure that the childcare is available, accessible, and affordable so that parents have the opportunity to use childcare in their area
- Ensure it is of good quality so that it benefits the child
- Provide parents with a choice of childcare so they can choose the childcare that meets their needs

### Assessment Methodology

This annual childcare sufficiency assessment is informed by the following:

- Local datasets including birth data, planned housing developments etc.
- Occupancy data submitted from early years providers in Summer 2025
- Parent / carer survey, available via an online SurveyMonkey (between 19th June and 12th September 2025), promoted through local networks including York parent / carer forum.
- Childcare provider survey undertaken in July 2025
- Local intelligence including from the Quality Improvement Advisers who support early years providers
- York Family Information Service which supports families in finding early years and childcare and offers a brokerage service
- Regular dialogue with providers at information and networking events including the Leaders and Mangers forum, Shared Foundation Partnerships etc.

**ANNEX 1**

## Key Headlines

- There are 189 providers across the city offering approx. 3829 early years places, in 2024 there were a total of 188 providers offering approx. 3674 early years places showing an increase of 155 places.
- Summer 2025 occupancy data showed there were a total of 875 early years places vacant for 0 to 5 year olds, this is a slight increase when compared to Summer 2024 data which showed there were 737 places vacancies.
- Over the last 12 months, seven providers that were delivering early years places have closed (all were childminders) and eight providers have opened (seven childminders and one academy nursery)
- Take-up of two-year-old funding for families receiving additional support remains high in the city and in the summer term 2025 was 88%, which remains significantly higher than the estimated national average of 75%.
- In York one school was successful with their application for the school-based nursery capital funding, the additional places will be available from September 2025.
- Before and after school provision continues to grow across the city with 2321 places available for after school and 2003 available breakfast places (the breakfast places do not take into account those offered via the York Hungry Minds Scheme)
- One school is working to offer a free 30 minutes of breakfast provision as part of the DfE early adopter scheme.
- Two schools are offering free breakfast as part of York Hungry Minds Scheme.
- During the academic year 2024 to 2025 there were a total of 49 Ofsted inspections carried out in York. Of these inspections 18 were day nurseries / pre-schools, 27 were childminders and four were out of school clubs. The early years sector remains at 100% Good or Outstanding.
- York received £417,250 Holiday Activities and Food (HAF) programme funding for 2024 / 2025 which allowed for 3878 children / young people to attend HAF sessions across three school holidays.
- A parent / carer survey was undertaken between 3rd July and 12th September 2025. A total of 266 people reviewed the survey and 222 responses were received. Most respondents stated they currently use childcare, however 33 respondents stated they had not been able to access the childcare they had required. In most cases the parents who were not able to find suitable childcare the type that they required was after school and holiday care.
- Parents in the survey identified that the main places they find out about early education funding is through early years settings, online websites and social media sites.
- Most parents who completed the survey stated that their childcare needs would remain around the same for the next 6 to 12 months, however 68 respondents stated that they will need more childcare and 22 stated they will need less.
- In the academic year 1st September 2024 to 31st August 2025 Family Information Service supported 40 families to find childcare through their brokerages service. Out of the 40 cases no solution was found for four families, this was due to families requiring short notice / emergency care which providers could not accommodate.
- The 2025 annual childcare provider survey was undertaken between 2nd July 21st July 2025. The survey was for open dialect about sustainability, business support needs and overall readiness for the extended entitlements from September 2025. The vast majority of the respondents felt that they were reasonably confident that the setting would be financially sustainable for the next year and had generated a surplus in this financial year, however it was noted that four providers identified that they were not confident that they would be financially sustainable for the next year and eight others were not sure.
- Recruitment and retention remain a challenge for the sector however providers report less reliance on agency staff
- A considerable number of providers who responded in the survey expressed an interest in business support training for the sector.

**ANNEX 1**

# York's Economic Strategy 2022 to 2032

York's 10-year Economic Strategy sets out to improve living standards and livelihoods for all of York's residents and businesses. The aim is to do this through increasing productivity, raising earnings, and maintaining our skills advantage. Childcare is seen as a key enabler of the economic strategy.

To achieve these objectives 5 themes are set where action will be taken:

1. York as a global city
2. A greener economy
3. A thriving workforce
4. Thriving businesses
5. An economy driven by good business

A fuller explanation of the 5 themes can be found in the full strategy document: www.york.gov.uk/EconomicStrategy

## Employment

York's employment rate was higher than across Yorkshire and The Humber as a whole in the year ending December 2023.

Of people aged 16 to 64 years living in York, 79.4% were employed in the year ending December 2023. This is a decrease compared with the year ending December 2022 when the local rate was 85.5%.

Across Yorkshire and The Humber in the year ending December 2023, 74.2% of people aged 16 to 64 years were employed. This was slightly lower compared with the previous year, when 74.6% of people were employed.

Source: www.ons.gov.uk

## Housing

The City of York Local Plan was adopted by City of York Council on 27th February 2025 and covers the period from 2017 to 2033. The plan sets out how much, and where land should be provided to accommodate new homes and jobs that are needed in the city. It guides planning decisions within the city boundaries.

The full plan can be found here: city-of-york-adopted-local-plan-2025

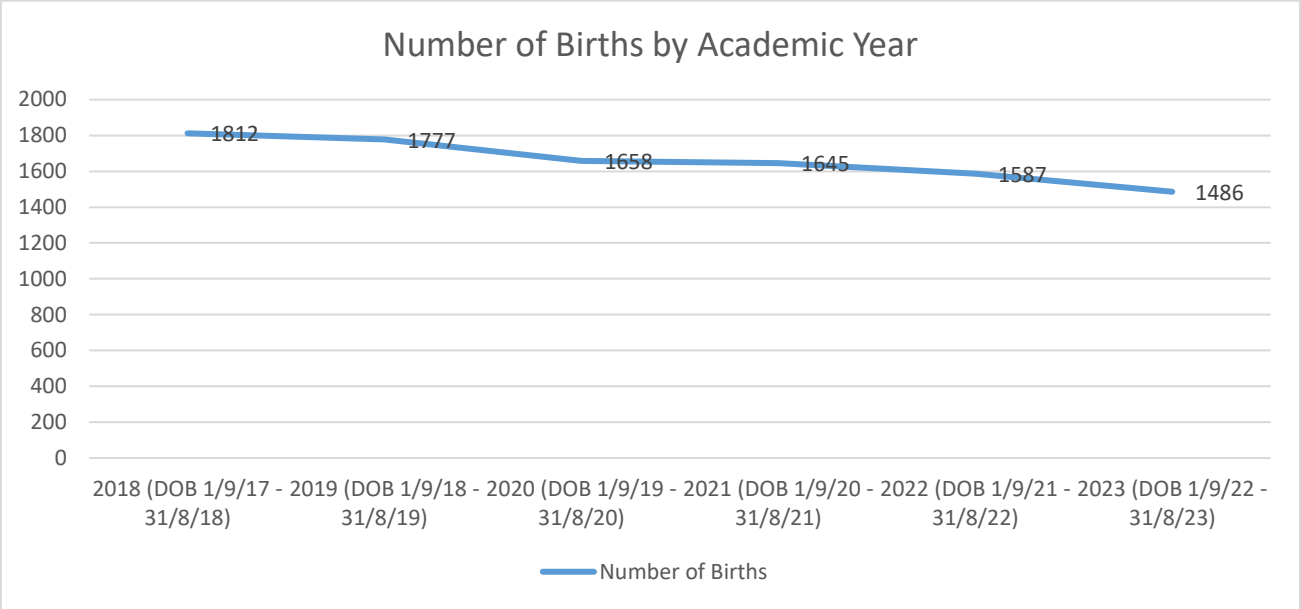
To ensure sufficiency of early years places across the city contributions are sought from developers of each project to support the creation of new places where demand is expected to exceed supply. These contributions are known as section 106 developer contributions / community infrastructure levy.

Contributions to support the creation or expansion of early years provision has been received for several developments which have recently completed or are underway. A procurement process for the Chocolate Works / Terry's Development (Micklegate Ward) is currently ongoing and other procurement exercises will follow where contributions have been received, and data shows an evidenced need for increased places. It is usual that early year's places are created within 1.5km / 1.5 miles of a development.

**ANNEX 1**

## Birth Data

The graph below shows the birth data in academic years over a six-year period (1st September to 31st August).




Source: ONS

The graph shows that births in the city have been declining over recent years. The dropping birth rates will impact on childcare needs in the coming years making it difficult to predict actual places required. Birth data is released annually in arrears, therefore at the time of this report this was the latest actual data. Termly occupancy data collections from childcare providers are in place to monitor availability and emerging shortfalls meaning the Local Authority can act swiftly to mitigate risks.

## Asylum Seekers

Under international law, anyone has the right to apply for asylum in any country that has signed the '1951 Convention Relating to the Status of Refugees' (the Refugee Convention). They have the legal right to remain there until the authorities have assessed their claim, which is a legal process.

A person seeking asylum is someone who:

- has left their country of origin.
- has formally applied for asylum in another country, according to the Refugee Convention
- is awaiting the outcome of their application.

The use of hotels as asylum seeker accommodation is happening across the country. York is host to an asylum seekers hotel. The decision to use hotels, and which hotels, is made by the Home Office.

In York, the hotel is be managed by Mears, the Home Office's contractor for Yorkshire and the Humber.

Children placed in York are given access to education, either through temporary attendance at local schools, or other means, depending on their needs.

In September 2025 there were a total of seven families residing in the hotel with children under the age of 5 years. No families were claiming early education funding; however Family Information Service offer a bi-monthly drop-in at the Asylum Seeker hotel to support families with childcare searches. Currently there are no open brokerage cases and families would be able to access local childcare if required.

**ANNEX 1**

# Early Years & Childcare

## The Childcare Reforms

In the Spring 2023 Budget, the Chancellor announced transformative reforms to childcare for working parents and to support the economy.

The new childcare reforms included the following:

- from September 2025, all eligible working parents of children 9 month+ can access 30 funded hours per week.

The focus for the Local Authority over the previous year was ensuring a sufficient supply of childcare to meet the needs of the families for the September 2025 roll out of the reforms. Supply mapping was undertaken based on summer term 2024 data and priority areas identified to support place creation using Childcare Expansion Capital Grant funding / provider capacity.

To date two providers have been successful in their applications for the Childcare Expansion Capital grant and a further procurement exercise will be undertaken in October 2025 to increase places across the city in priority wards where there are identified shortfalls for the future, with a focus on summer 2026.

The Chancellor also announced that the Government would invest £289m over two academic years to enable schools and local childcare providers to set up wraparound provision. The wraparound provision was for reception to year 6 children and to be available from 8am to 6pm.

The funding was to enable schools and local authorities to introduce or expand provision on either side of the school day and enable them to develop flexible ways of providing childcare. Work continues within the Local Authority to increase the place availability across the city and also support providers to extend their opening hours.

## Giving every child the best start in life

In July 2025, the Department for education (DfE) published the government's strategy for improving child development and meeting the ambition that 75% of 5 year olds in England have a good level of development (GLD) by 2028. The strategy outlines how the government will improve child development and ensure that all children have the chance to achieve and thrive.

This will be achieved by:

- improving family services, providing high quality support to parents and children from pregnancy to age 5
- making it easier and cheaper for families to access early education and care
- improving the quality of education and care that children receive in:
    - early years settings
    - childminders

      reception classes

The DfE has set a statutory target for the City of York to ensure at least 79% of all children achieve a Good Level of Development (GLD) by the end of Reception in 2027/28.

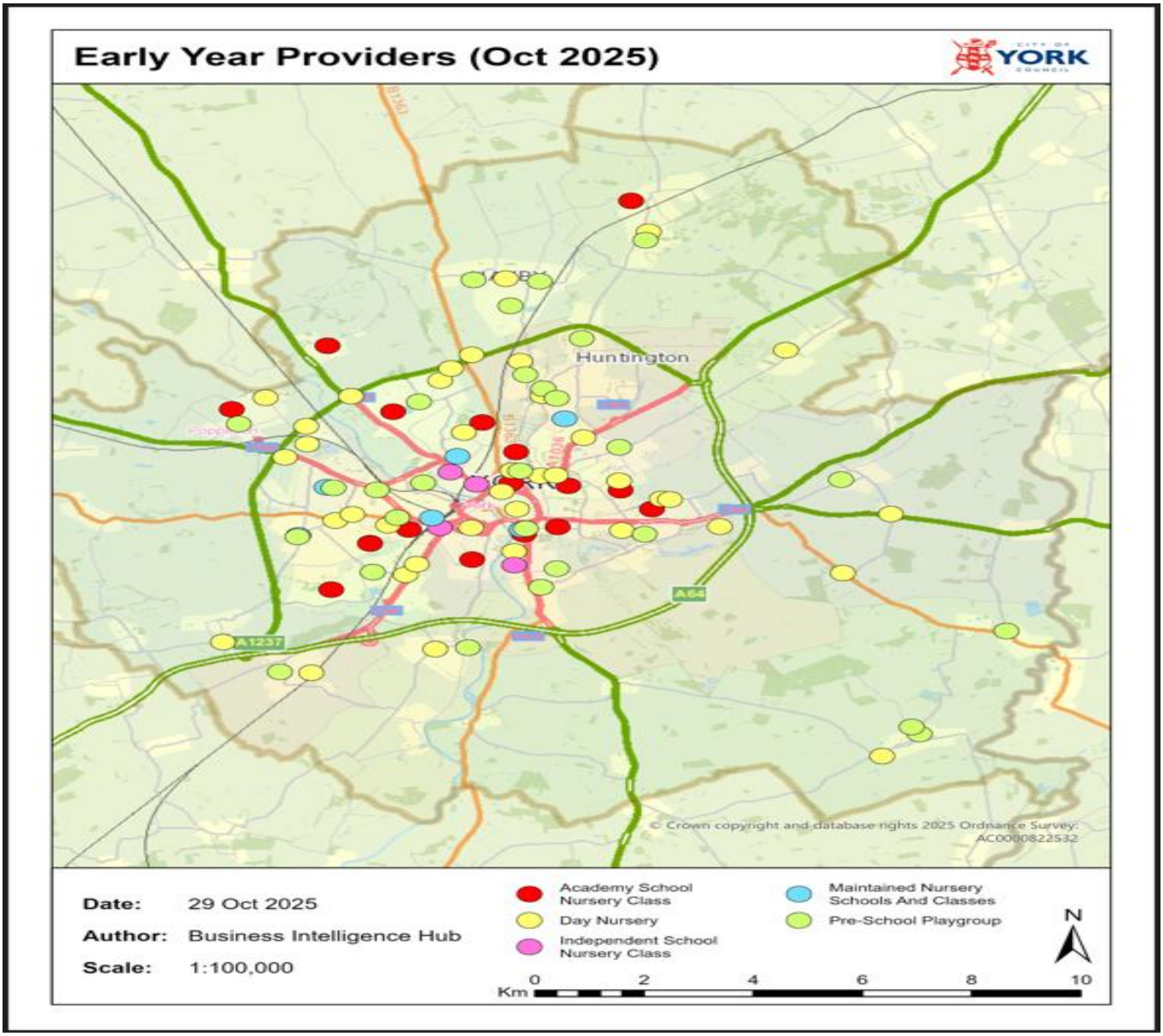
**ANNEX 1**

A focus for the Local Authority over the coming months / year will be to review how the strategy will be implemented locally supporting the children / families within York. Work is currently underway on a multi-agency best start in life plan. The plan will highlight partnership across all areas with an emphasis on the home learning environment.

The full strategy can be found here: Giving every child the best start in life - GOV.UK

## Childcare Supply

The map below shows the early years providers by type plotted on the city map. The map shows the majority of childcare falls within the ring road. For confidentiality reasons childminders have not been plotted on this map.



**ANNEX 1**

## Provider Type

The table below shows the type of childcare for children aged 0 – 5 years available in York for the last 3 years. The overall number of providers by type has increased by one since 2023.

| Provider Type | Number of providers as of 31/08/2023 | Number of providers as of 31/08/2024 | Number of providers as of 31/08/2025 |
|---|---|---|---|
| Childminder | 96 | 94 | 94 |
| Day Nursery | 39 | 41 | 41 |
| Pre-school | 26 | 26 | 26 |
| Academy Nursery | 16 | 16 | 17 |
| Maintained Nursery | 7 | 7 | 7 |
| Independent Nursery | 4 | 4 | 4 |
| **Total** | **188** | **188** | **189** |

The table shows that there is variety of provider types across the city offering choice for parents with childcare options, including term time and all year provision.

## Openings / Closures of Settings

Over the last 12 months, seven providers have closed (all were childminders) and eight providers have opened (seven childminders and one academy nursery). From September 2025, we are aware of two providers opening (one academy nursery and one childminder) and four providers proposing to close (three childminders and one maintained nursery). In addition, one academy nursery is taking over the management of a pre-school setting.

## Early Years Childcare Places Offered v Vacancies

The table below shows the places offered v vacancies across the city for children aged 0 – 5 years with a comparison against 2024.

| | Under 2's | | | | 2 - 3 Years | | | | 3 - 5 Years | | | | Totals (0 – 5's) | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Provider Type:** | **2024** | | **2025** | | **2024** | | **2025** | | **2024** | | **2025** | | **2024** | | **2025** | |
| | Places Offered | Places vacant | Places Offered | Places vacant | Places Offered | Places vacant | Places Offered | Places vacant | Places Offered | Places vacant | Places Offered | Places vacant | Places Offered | Places vacant | Places Offered | Places vacant |
| Academy Nursery | 0 | 0 | 0 | 0 | 43 | 5 | 50 | 7 | 433 | 65 | 478 | 86 | 476 | 70 | 528 | 83 |
| Maintained Nursery | 0 | 0 | 0 | 0 | 10 | 0 | 46 | 10 | 202 | 32 | 192 | 58 | 212 | 32 | 238 | 68 |
| Independent Nursery | 0 | 0 | 0 | 0 | 12 | 0 | 20 | 5 | 92 | 16 | 138 | 23 | 104 | 16 | 158 | 28 |
| Day Nursery | 553 | 177 | 643 | 191 | 618 | 142 | 631 | 205 | 884 | 195 | 891 | 193 | 2055 | 514 | 2165 | 589 |
| Pre-school | 3 | 0 | 5 | 2 | 136 | 37 | 140 | 31 | 420 | 56 | 428 | 64 | 559 | 93 | 573 | 97 |
| Childminder | 87 | 3 | 61 | 3 | 94 | 5 | 54 | 4 | 87 | 4 | 52 | 3 | 268 | 12 | 167 | 10 |
| **Totals** | **643** | **180** | **709** | **196** | **913** | **189** | **941** | **262** | **2118** | **368** | **2179** | **427** | **3674** | **737** | **3829** | **875** |

*** Please note that data is missing from 25 childminders for 2024, and 55 childminders for 2025.*

As at Summer 2025 there were a total of 3829 places offered for children aged between 0 – 5 years, which is an increase of 155 places when compared to 2024 where there were 3674 places offered. To note, there were 875 vacant places in Summer 2025 which is a slight increase from vacancies in 2024 where there were 737 places vacant. This shows there were

a significant number of vacancies across the city in Summer 2025 to support families with their childcare needs.

The data also showed that there were vacancies for all age ranges (0 – 5 years).

Analysis is available at ward level to support local decisions on expansion / creation of new places and the Local Authority will work with any provider to identify local sufficiency for both early years and wraparound places / identify potential gaps for growth.

** **A breakdown of ward level places offered v vacancies is shown in appendix 1****

## Early Education and Childcare Statutory Guidance

Early Education and Childcare Statutory Guidance sets out what local authorities and providers must do to comply with the law. The guidance was revised in February 2025 with key changes including clarification around charging for meals / consumables etc. A further update is expected in November 2025.

The local authority held an information session shortly after the release of the revised guidance to support providers to navigate the changes.

Support remains available to providers as they navigate the guidance to ensure compliance and prepare for further upcoming changes that providers must implement.

The full guidance can be found here: Early education and childcare - GOV.UK

## Early Education Entitlements Take-up

### Under 2s

Working families of children 9 months + were able to access 15 funded hours from Autumn 2024. The number of children taking up their funded place has steadily increased throughout the academic year as the entitlement has embedded. From September 2025, the entitlement increased to 30 hours.

| Term | Number of children accessing funding |
|---|---|
| Autumn 2024 | 1005 |
| Spring 2025 | 1018 |
| Summer 2025 | 1033 |

### 2 Year old take-up

Take-up of funded places for two year olds in receipt of additional government support has remained consistent over the previous year and for summer term 2025 take-up was 71.2% (spring term 2025 63.7% and Autumn term 2024 79%). However, due to the expanded entitlements, some parents chose to apply for the working family entitlement rather than the disadvantaged route, therefore take up for summer 2025 for 2 year olds in receipt of additional government support would have been 88% if we account for those families who could have applied through CYC rather than through the working families route.

Take-up remains higher than the national estimated average of 75% in 2025.

**ANNEX 1**

| Working family entitlement | |
|---|---|
| Term | Number of children accessing funding |
| Autumn 2024 | 1044 |
| Spring 2025 | 1008 |
| Summer 2025 | 975 |

**3 & 4 Year Olds:**

Take-up of funded places for 3 & 4 year olds remains high across the city and summer term 2025 saw a take-up rate of 93% which was a total of 2482 children accessing an early education place. However, to note that in the summer term 202 children accessed a place with a York provider who did not have a York postcode. Therefore an assumption can be made that a proportion of York children are accessing their childcare out of authority in neighbouring Local Authorities which would give a higher overall take-up rate. It is currently not possible to collect this data on out of area claims.

## Early Years Expansion Grant 2025 to 2026

In February 2025 the department for education published guidance relating to the Early Years Expansion Grant. The government provided £75 million of funding to support the early years sectors as it was preparing to deliver the final phase of expansion of the working parent entitlement from September 2025.

Yorks total allocation from this funding was: £284,000. The expansion grant was distributed in full to eligible providers across the city in August 2025, meeting the statutory deadline.

While use of this early year's expansion grant funding will be diverse, reflecting different provider circumstances, it must be used for the purposes of supporting the delivery of the childcare entitlements and a mandatory survey to identify how providers have used the grant will be undertaken in the Autumn term 2025 with all recipients of the grant.

## School Based Nursery (SBN) Capital Grant

In early 2025 the Department for Education launched the School Based Nursery programme.

The SBN programme was available for state funded primary phase schools and maintained nursery schools to apply for up to £150,000 of capital funding to create or expand a school-based nursery.

In York one school was successful with their application for school-based nursery capital funding and additional places will be delivered from September 2025.

Phase 2 of the SBN programme was launched in September 2025 and a further phase will be rolled out in 2026.

Programme details can be found here: School-based Nursery Capital Grant 2025 to 2026 - GOV.UK

**ANNEX 1**

## School age Childcare

This section of the report focusses on wraparound childcare. We define wraparound childcare as provision on or near school sites provided either by the school or an Ofsted registered PVI provider:

Before school care: typically open between 7:30am and 9am

After school care: typically open between 3pm and 6pm

Ofsted registered Holiday childcare during the school holiday periods

The policy context for wraparound childcare is outlined in the National Wraparound Childcare Programme which launched in September 2024, the ambition is that all primary aged children should be able to access wraparound childcare by September 2026. In York the LA received a grant from the national funding pot of £279 million which was made available from Government. Submission of a delivery plan was the mechanism for securing the funding allocation, and the DfE approved Yorks costed delivery plan in full. It should be noted that the wraparound programme has a term time only focus, so holiday provision is not eligible to be funded.

### Current wraparound childcare provision

Since the start of the wraparound programme additional places at wraparound providers have been created and are open or will be open during the autumn term. The breakdown of place creation is below:

| Type of expansion | Total places |
|---|---|
| Creation of new places | 120 |
| Expansion of places at existing providers | 111 |
| Expansion of opening hours at additional providers | 159 |
| | **390** |

The grant rounds remain open for wraparound applications and are assessed monthly so we envisage that further places will be created before the end of the programme.

| Provider Type | Number of providers as of 31/08/2025 |
|---|---|
| Breakfast club | 47 |
| After school club | 49 |
| Holiday club | 29 |

Current supply analysis indicates that there are:

| Provision type | Number of places |
|---|---|
| Breakfast club | 2003 |
| After school club | 2321 |
| Holiday club | 644 |

Other clubs run throughout the school holidays to support families e.g. sports clubs, tuition etc however as these are not Ofsted registered and may not open 8am to 6pm therefore

we do not record these for sufficiency purposes, but we acknowledge that they may be of benefit to working parents.

Demand for after school club places remains high in some areas of the city, funding from the wraparound programme has helped to alleviate some of the pressure of this and increase supply to support families by expanding places in the following wards:

- Dringhouses and Woodthorpe
- Heworth Without
- Rural West York
- Micklegate
- Holgate

A breakdown of which providers have received Wraparound Programme Funding is included as an annex.

Eleven families stated in the annual parent survey that they could not access the wraparound care they needed due to locality; however, this is being addressed through the National Wraparound programme.

## Ofsted Outcomes

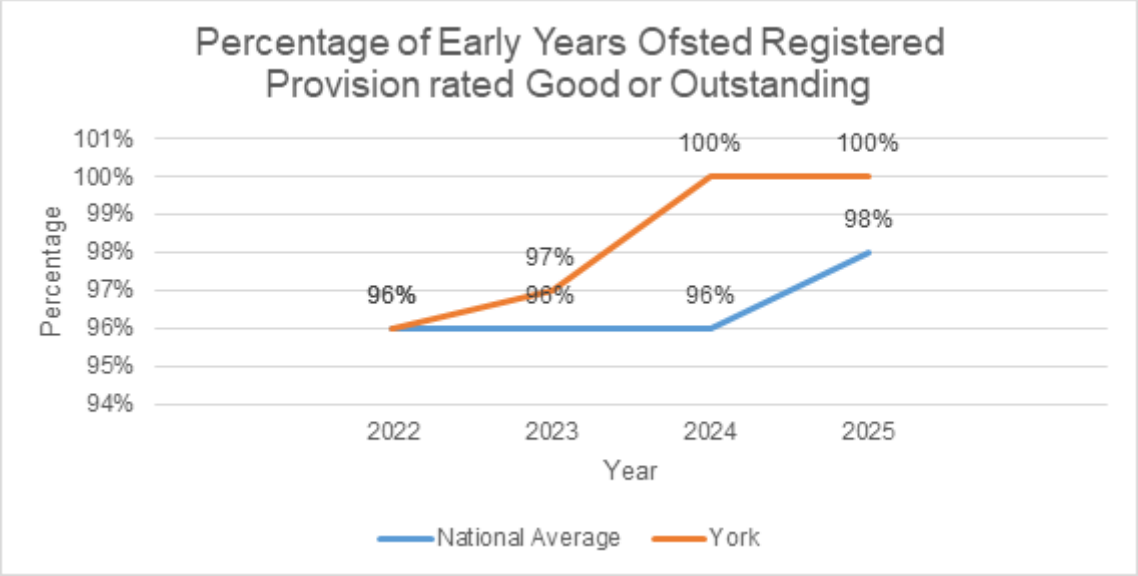
Ofsted is the Office for Standards in Education, Children's Services and Skills (Ofsted). Ofsted inspect services providing education and skills for learners of all ages. They also inspect and regulate services that care for children and young people.

In September 2025 Ofsted changed the early years inspection framework replacing the overall effectiveness grade and implemented a new "report card" format, which focuses on evaluation areas aligned with the Early Years Foundation Stage (EYFS) framework. Key changes include a focus on the quality of adult interactions, communication, and language, along with a greater emphasis on curriculum, teaching, and children's well-being. The inspection process will involve professional dialogue with leaders, a nominated contact person, and reports that describe the experiences of children at the setting.

During the academic year 2024 to 2025 there were a total of 49 Ofsted inspections carried out in York. Of these inspections 18 were day nurseries/preschools (16 received a Good outcome at initial inspection and 1 received an inadequate judgement and has since been reinspected and received a Good outcome), 27 were childminders (21 Good, six Outstanding judgements and 4 out of school clubs all receiving a met judgement.

The graph below shows the percentage of early years Ofsted registered provision rated Good or outstanding compared to national averages for the past 4 years. At present York has 100% Good or Outstanding Ofsted outcomes which is higher than the national average of 98%.

**ANNEX 1**




## Holiday Activities and Food Programme (HAF)

In addition to the overall childcare availability York's Holiday Activities and Food (HAF) programme offers fun activities for keeping active, being creative, and trying something new over the easter, summer, and winter school holidays. Children and young people from reception and year 11 and who are in receipt of benefits-related free school meals receive a voucher from their school which allows them to book onto free activities. Each of these sessions will include a healthy meal and a selection of activities ranging from sports, drama and creative workshops, nature activities, and much more. Some clubs provide specific sessions for children with Special Educational Needs and Disabilities (SEND) or additional needs.

Since 2021, the programme has grown significantly. The aim is to offer a range of activities for all ages, abilities, and interests across the city. The total amount of funding received for the 2024/2025 programme in York was £417,430.

The table below shows a total of 3878 children / young people attended HAF sessions across three school holidays.

| | Amounts awarded / number of organisations involved | Number of children/young people attended | Number of primary aged children and young people | Number of secondary aged children and young people | Number of children and young people with additional needs |
|---|---|---|---|---|---|
| Easter 2024 | £108,069 awarded to twenty three organisations | 1151 | 885 | 266 | 235 |
| Summer 2024 | £220,167 awarded to twenty eight organisations | 1846 | 1474 | 372 | 530 |

**ANNEX 1**

| | | | | | |
|---|---|---|---|---|---|
| Christmas 2024 / 2025 | £35,879 awarded to fourteen organisations | 881 | 629 | 252 | 222 |
| **Totals** | **£364,115** | **3878** | **2988** | **890** | **987** |

** please note the figures are for the financial year 2024/2025

In August 2025 the Government announced that funding for the HAF programme would be extended for another three years with a commitment of £600 million, providing support until 2029.

## Government Help with Childcare Costs

There are various types of support available to families to help with childcare costs. Eligibility varies for each type and a full table setting out all current government help with childcare costs is shown in **Appendix 3.**

**ANNEX 1**

# Special Educational Needs / Disability (SEND)

## Supporting children with Special Educational Needs / Disability

The Disability Discrimination Act (DDA) applies to everyone providing early years care and education. It applies to individual childminders and to networks of accredited childminders. The DDA sets out two main duties:

- Not to treat a disabled child 'less favourably'
- To make reasonable adjustments for disabled children

There are two key early years funding streams aimed at supporting access to the early years entitlements for children with additional needs and disabilities; the SEN Inclusion Fund and the Disability Access Fund (DAF).

## SEN Inclusion Fund

SEN Inclusion Fund is awarded to children attending an early years setting who usually have a My Success Plan, or equivalent, and who do not have an Education Health and Care Plan (EHCP). The children must be in receipt of early education funding at the setting to be eligible for the funding. The funding is usually for children with emerging needs. In York, providers submit an application form and allocation of funding is determined by the Learning Support Hub panel. The amount awarded depends on the level of funding agreed by the panel using a staggered formula:

- £750 – Standard payment
- £1500 Enhanced payment
- £2250 Extraordinary temporary payment

In York 79 children accessed SEN Inclusion Fund over the 12 month period from September 2024 to August 2025. This is a decrease from the previous year where 91 children accessed SEN Inclusion Funding, however in addition some children / settings have benefited from targeted support via the Learning Support Hub outreach Team.

## Disability Access Fund (DAF)

Providers can receive £938 (increased from £910 in previous financial year) per year for funded children who receive Disability Living Allowance and are accessing a place at their setting.

The aim of the Disability Access Funding (DAF) is to assist providers to make reasonable adjustments to support the equality of access for all children as set out by the Equality Act 2010. Local authorities must have arrangements to support children with Special Educational Needs (SEN) or disabilities (SEND code of practice 2014).
The fund responds to meet the needs of children receiving Disability Living Allowance and taking up the Early Education Funding (EEF).
The funding coincides with York's commitment to improving children's outcomes through offering support in the early years of a child's life to access enabling environments. Creating these environments helps towards diminishing the difference between our most disadvantaged children and their peers. It also underpins the guiding principles based upon enabling environments as set out by the Early Years Foundation Stage that:
"Equality of opportunity and anti-discriminatory practices ensure that every child is included and supported."

In York 85 children accessed the Disability Access Fund over the 12 month period from September 2024 to August 2025, this is an increase from the previous year where 68 children accessed DAF. A total of £78,050 was paid to childcare providers.

## York SEND Local Offer / The Learning Support Hub

The York Local Offer website provides information about the available support for parent carers, professionals as well as children and young people with Special Educational Needs and Disabilities (SEND) in York.

The Local offer website can be found here: Welcome to York SEND Local offer – York SEND Local Offer

The Learning support Hub is also available to request support for a specific child / young person, staff training, group learning or guidance.
Further details can be found here: https://www.yorksend.org/learning-support-hub

## Section 23

A section 23 duty requires health professionals to tell the local authority if they believe a child under school age has, or is likely to have, special educational needs or a disability (SEND).

The table below shows the referrals received over a three year period, the majority of referrals received were for social / communication:

| Academic Year | **Total referrals received | Total referrals for social / communication |
|---|---|---|
| 2022 / 2023 | 124 | 94 |
| 2023 / 2024 | 118 | 94 |
| 2024 / 2025 | 118 | 93 |

***The data reflects the referrals received and not individual children*

**ANNEX 1**

## Annual Parent / Carer Childcare Needs Survey 2025

A parent / carer survey was undertaken between 3rd July and 12th September 2025. The survey was conducted in partnership across the city and included a full communications strategy for ensuring a wide reach.

A total of 266 people reviewed the survey however, 222 responses were received from parents / carers in York.

The majority of respondents (201) stated that they currently use childcare and others stated they did not need childcare or would prefer to use family / friends instead. However 33 respondents stated that they had not been able to access the childcare they had required, the main type of childcare that families had not been able to access was after school and holiday care. This aligns to the Local Authorityfs work to increase after school places across the city, and in particular the creation of a new wraparound provider based in the Heworth / Heworth without ward. Four families with children who have a special educational need / disability stated that they had not been able to access the childcare they required.

Families reported that the main sources of information around early education funding and childcare were from an early year's setting, online websites and social media sites as well as friends, family, and word of mouth. This shows the sector is well embedded into communities and that families are getting the information they require around help with childcare costs.

Where families were accessing early education funding most respondents (123) stated that they also pay for additional hours.

The majority of respondent (116) stated that they had used Tax Free Childcare to help with the cost of childcare, however 7 respondents stated they did not know about tax free childcare, whilst this figure is relatively low it is important that all families are able to access help with childcare costs and therefore some promotion of this will need to be undertaken.

Parents / carers were asked whether their childcare needs will change within the next 6 - 12 months. 112 respondents stated their needs would stay the same, 68 respondents stated they would need more childcare and 22 stated they will need less childcare, and 68 respondents skipped this question. Occupancy data collected termly, and other local intelligence will ensure the local authority can be proactive in supporting providers to increase capacity in wards where there is demand.

**ANNEX 1**

## Brokerage Support

York's Family Information Service (FIS) is a free and impartial service providing information, advice and guidance for parents and carers of 0 – 19-year-olds (or up to 25 years if the child or young person has special educational needs or disabilities). The service provides information on a wide range of services, activities and groups and Ofsted registered childcare. This includes a childcare brokerage service, to support families who are struggling to find childcare that meets their needs.

In academic year 1st September 2024 to 31st August 2025, the Family Information Service opened 41 brokerages. Out of the 41 opened cases there were four where no solution was found due to short notice / emergency care and no providers could accommodate. At the time of compiling this report one brokerage was open.

**ANNEX 1**

## Annual Childcare Provider Survey 2025

The 2025 annual childcare provider survey was undertaken between 2nd July and 21st July 2025. The survey was for open dialect about the sectors sustainability, business support needs and overall readiness for the extended entitlements from September 2025. For the purpose of this report all responses have been grouped to ensure no provider can be identified.

The survey was sent out to all provider types including childminders, day nurseries, pre-school playgroups, school nurseries and out of school provision (wraparound).

A total of 50 providers viewed the survey, however the survey was not mandatory and due to the sensitivity of the questions around business sustainability some providers may have chosen not to answer some or all of the questions.

The vast majority of the respondents felt that they were reasonably confident that the setting would be financially sustainable for the next year and had generated a surplus in this financial year, however it was noted that four providers identified that they were not confident that they would be financially sustainable for the next year and eight others were not sure.

A small number of providers had been capping / limiting places offered during the previous year and when asked the main reasons given were recruitment / retention issues, supporting children with SEND and personal circumstances.

Recruitment of suitable practitioners remains a challenge both locally and nationally and a small number of settings reported that they use agency staff to support with meeting ratios, however the survey highlighted less reliance on agency staff when compared to the previous year.

Early education funding is not intended to cover the costs of meals / snacks and consumables, however around half of the respondents stated that they do not charge for meals / snacks and consumables on funded entitlement hours. Out of these the majority that did not charge were childminders.

The majority of settings stated that they are able to meet demand from September onwards, however some report their setting is full and has a waiting list.

A small number of settings reported that they were aware of families that have been unable to find the childcare they require, however the majority of these families are choosing to remain on a waiting list as they want this specific provider.

When asked if settings would attend / be interested in business support training many settings responded positively.

A small number of providers did express an interest in either expanding places or exploring opportunities for business growth across the city, however the majority stated they did not wish to expand at this time.

The findings from the survey will inform the action plan for the coming year and will be used to target support where there is an identified need.

**ANNEX 1**

## Conclusions and Action Plan

There remains a number of national and local challenges which continue to impact on the early years and childcare market and have the potential to affect the supply of good quality places to meet demand in the future.

However with the new best start in life strategy this will bring potential opportunities for the childcare sector and the multi-agency local plan will see childcare providers as a key partner to improving outcomes for the children and families in York.

York is currently meeting its statutory duty to ensure that there is provision of childcare in the city to meet the needs of parents of children aged 0 – 14 years to allow them to work or undertake education or training. This is confirmed by the availability of vacancies for parents to access across the age ranges 0 – 5 years. In the summer term 2025 there were a total of 875 vacant places across the city. There is a good mix of childcare types across the city giving parents a varied choice of childcare options: 96 childminders, 41 day nurseries, 26 pre-schools, 17 academy nurseries, seven maintained nurseries and four independent nurseries.

The analysis of wraparound provision for school aged children identified some small gaps in provision and that there remains a small gap for children with complex needs. Both of these areas are being addressed through a procurement process to commission delivery of places to meet this need and being supported through the national wraparound programme funding. Also due to a closure of a wraparound setting in the Heworth / Heworth without ward a procurement process has been followed to identify a provider to deliver provision from this city of York building. This new provision will be open shortly and will meet the sufficiency gap for local families.

Through the parent survey and other local intelligence, the Local Authority is aware of the rising challenges for families of children with SEND. The provision of appropriate early years and childcare that meets the needs of children with special educational needs and, or disability continues to be of high importance in York and there are a number of strategies to uphold equity of access for all children. These include the provision of additional funding for providers where staffing levels are increased above statutory ratios in order to meet the needs of children with SEND. Additionally, work has begun to ensure children that have an EHCP plan / section 23 are able to access their full entitlements. A focus of any new creation of places is to ensure all places are inclusive. York's Special Educational Needs / Disability strategy highlights how a 'whole system' approach is used for provision planning, incorporating early years.

A new model of support for providers was introduced in York in September 2022; the learning support hub aims to build in skills and capacity from birth to 25 for children and young people with identified and emerging SEND. Providers can apply to the hub for targeted intervention which will involve specialist teachers or practitioners from the outreach team to work directly in settings over a prescribed period of time by offering a scaffolded approach to build skills and capacity into the sector to support children with additional needs. Alongside this there is a universal training offer and a bespoke training offer which can be applied for to meet the unique specific requirements of a cohort or an individual child where the universal training offer does not meet the child or young person's specific needs. York is working with Best Practice who are delivering the Level 3 SENCo qualification and have increased the number of SENCo networks to an additional network each term.

Whilst Family Information Service report very few brokerage cases for children specifically with SEND the parent survey highlights that a small number of families have been unable to find suitable childcare. Therefore, there is partnership work to do to ensure that those families struggling to find childcare are supported from the relevant professionals.

The provider survey highlighted that most respondents were reasonably confident that the setting would be financially viable for the next year however it was noted that a small number were not confident or not sure on future sustainability. Support is available to providers on a 1:1 basis around sustainability and further training on business support factors are planned for 2026. Business support training specifically around financial planning, business planning, marketing and recruitment will be incorporated into the annual plan for the training offer to support providers through what have become very challenging times.

The ongoing staffing recruitment and retention crisis continues to affect the sector, however the provider survey evidenced that fewer providers are using agency staff than the previous year. Initial recruitment & retention training has been offered to providers and further in-depth training will be delivered in 2026. The local authority continues to work with colleagues in partner agencies such as the Job Centre Plus, colleges, universities, the local government association and sector organisations alongside ongoing dialogue with the Department for Education to highlight the current staffing crisis and seek potential short, medium and longer term solutions. Termly drop-in sessions are delivered in partnership with department for work and pensions at Job Centre plus to promote working in childcare / becoming a childminder.

Where providers are experiencing sustainability issues, the local authority works closely with them, providing advice and support and looking at potential solutions including revisiting their business models, fee structures, staffing structures and developing marketing strategies. Support is available to providers with ensuring compliance of the early education statutory guidance and in particular around ensuring sustainability whilst working within the guidance around meal charges etc.

Working in conjunction with school place planning, York's supplementary planning guidance has been updated, and the council has been successful in securing capital funding (Section 106 / Community Infrastructure Levy) from new housing developments to support the creation and expansion of both early years and school places. The process to commission new places has begun for the Chocolate Works / Terry's development. Further procurement will be undertaken where there is funding available from developers and there is an identified need.

Work is also done in partnership with the school place planning team for the school based nursery programme, which saw one York school successful with their application and will be delivering places from September 2025. Round two opened in September 2025 and a further round will open in 2026.

To support families with the cost of childcare work, Tax Free Childcare is promoted via the local authority website, social media sites and within community venues. This work will continue in partnership both internally and externally to ensure new families taking up childcare are aware of the support they can access.

Ongoing overview of the early years and childcare market will continue to be informed by local intelligence including from colleagues in the quality improvement team, local

councillors, services directly supporting families and networking events with our local early years and childcare providers. Termly occupancy collections from providers will ensure the local authority can adapt to emerging trends / patterns of parental choice and offer targeted support where necessary for business sustainability. The local authority hosts regular engagement events with the sector including briefings and information sessions to ensure that providers have the most up to date information on any available funding sources, training, learning from recent Ofsted inspections and learning from other local authorities. Regular dialect also ensures the local authority gain an up-to-date perspective on the current situation with the childcare market in York.

**ANNEX 1**

## Action Plan for 2025 / 2026

| Key Issue | | Timescale | Actions / Lead Team | Success criteria |
|---|---|---|---|---|
| Government policy | The new 'Giving every child the best start in life' strategy was launched in July 2025 with some key changes around: good level of development, accessible early education, early years inclusion fund etc. therefore the local authority is working towards implementation of the best start in life strategy locally. | Ongoing | Early Years & Childcare Head of Service | |
| | Implement any changes from the school's white paper once published / finalised. | Expected Autumn 2025 | Early Years & Childcare Head of Service | |
| | New early education statutory guidance is expected in November and this will impact on early education funding agreements, therefore new agreements will be required. | Prior to March 2026 | Early Years & Childcare Programme Reforms Lead | |
| Sufficiency | Ensure sufficiency of places for both working family entitlements / for families in receipt of additional support. Where data identifies that additional places are required work with providers to shape the market / investigate options for developing new places e.g. through expansion or reorganisation of existing provision, or possibly development of new provision. Work alongside colleagues in procurement, planning, premises, and quality improvement to support the creation of new high-quality provision to support demand arising from the childcare reforms / housing developments. | Termly occupancy monitoring<br><br>Follow procurement process when applicable for childcare expansion capital funding and S106 developer contributions. | Early Years & Childcare Programme Reforms Lead | |
| | Provide business support to providers where required to ensure a future proof sector, particularly where there are significant vacancies or challenges for providers with sustainability / implementing statutory guidance requirements. This will include both group and 1:1 support | Ongoing 1:1 support offered to providers<br><br>Signposting to available resources<br><br>Training programme will be delivered early 2026 | Early Years & Childcare Programme Reforms Lead | |
| | At the time of this report the Department for Education had announced round two of the school-based nursery (SBN) programme. Sufficiency information / targeted support will | September to December 2025<br><br>Round 3 will be launched early 2026 | Early Years & Childcare Programme Reforms Lead / School Place Planning Officer | |

**ANNEX 1**

| | | | | |
|---|---|---|---|---|
| | be provided to support any school expressing an interest in the SBN programme | | | |
| | Breakfast Clubs: awaiting further roll-out nationally.<br>Monitor the impact on 'paid for childcare once the national roll-out take place | Currently awaiting further information on roll-out | Early Years & Childcare Programme Reforms Lead / Wraparound Project Officer | |
| SEND | Track children with SEND to ensure they can access the full early years entitlements and are not disadvantaged with a reduced offer of hours of early education | Ongoing through termly partnership board | Early Years & Childcare Programme Reforms Lead | |
| | Work within the SEND strategy to ensure data is captured to provide an accurate prediction for planning for early years places. | Monitored through termly partnership board | Early Years & Childcare Head of Service / Early Years & Childcare Programme Reforms Lead | |
| | Continued analysis of Section 23 notifications to continue. With improved quality of notifications and analysis of outcomes over time, this crucial data can be used to support future sufficiency planning. | Monitored through termly partnership board | Early Years & Childcare Head of Service / Early Years & Childcare Programme Reforms Lead | |
| Recruitment and retention | Continue to work with colleagues at DWP, Skills team, and York Learning to promote early years and childcare careers, apprenticeships and routes into early years management and promote the early years and childcare sector as a viable career path | Ongoing and half termly meetings with DWP | Early Years & Childcare Programme Reforms Lead / Quality Improvement Manager | |
| | Roll out further cohorts of the management skills programme to support providers and their staff. Subjects to include recruitment & retention, business planning, financial planning etc. | Planning has begun and sessions will be delivered from early 2026 | Early Years & Childcare Programme Reforms Lead / York Learning | |

**Contacts:**

Find out about help with childcare costs: www.beststartinlife.gov.uk

For families looking for local childcare: York family information service – Raise York

For sufficiency / early education funding queries: earlyyearsfunding@york.gov.uk

**ANNEX 1**

## Appendix 1: Early Years Places Offered v Vacancies at Ward Level

| Ward: | Under 2s | | 2 - 3 Years | | 3 - 5 years | | Totals (0 – 5's) | |
|---|---|---|---|---|---|---|---|---|
| | Places offered | Places vacant | Places offered | Places vacant | Places offered | Places vacant | Places offered | Places vacant |
| Acomb | 6 | 0 | 16 | 2 | 62 | 3 | **84** | **5** |
| Bishopthorpe | 21 | 3 | 13 | 4 | 46 | 11 | **80** | **18** |
| Clifton | 6 | 3 | 24 | 3 | 140 | 41 | **170** | **47** |
| Copmanthorpe | 13 | 2 | 13 | 3 | 53 | 24 | **79** | **29** |
| Dringhouses & Woodthorpe | 40 | 15 | 41 | 20 | 111 | 18 | **192** | **53** |
| Fishergate | 40 | 15 | 41 | 14 | 161 | 24 | **242** | **53** |
| Fulford & Heslington | 0 | 0 | 12 | 1 | 35 | 1 | **47** | **2** |
| Guildhall | 60 | 18 | 73 | 18 | 156 | 29 | **289** | **65** |
| Haxby & Wiggington | 27 | 3 | 47 | 6 | 105 | 14 | **179** | **23** |
| Heworth | 45 | 12 | 54 | 15 | 83 | 14 | **182** | **41** |
| Heworth Without | 0 | 0 | 3 | 1 | 16 | 1 | **19** | **2** |
| Holgate | 16 | 6 | 84 | 25 | 128 | 21 | **228** | **52** |
| Hull Road | 51 | 16 | 51 | 20 | 59 | 6 | **161** | **42** |
| Huntingon & New Earswick | 26 | 6 | 68 | 10 | 146 | 14 | **240** | **30** |
| Micklegate | 12 | 4 | 20 | 2 | 84 | 6 | **116** | **12** |
| Osbaldwick & Derwent | 87 | 28 | 69 | 32 | 138 | 48 | **294** | **108** |
| Rawcliffe & Clifton Without | 83 | 31 | 89 | 40 | 224 | 56 | **396** | **127** |
| Rural West | 84 | 16 | 75 | 17 | 160 | 19 | **319** | **52** |
| Strensall | 27 | 9 | 67 | 18 | 72 | 22 | **166** | **49** |
| Westfield | 53 | 7 | 61 | 7 | 157 | 41 | **271** | **55** |
| Wheldrake | 12 | 2 | 20 | 4 | 43 | 4 | **75** | **10** |
| **Totals** | **709** | **196** | **941** | **262** | **2179** | **427** | **3829** | **875** |

**ANNEX 1**

## Appendix 2: Action Plan 2024 / 2025 update

| Key Issue | Action | Update |
|---|---|---|
| Sufficiency | Where data identifies that additional places are required work with providers to investigate options for developing new places e.g. through expansion or reorganisation of existing provision, or possibly development of new provision. Work alongside colleagues in procurement, planning, premises, and quality improvement to support the creation of new high-quality provision to support demand arising from the childcare reforms / housing developments | Supply data has been captured termly to ensure the city remains in a strong sufficiency position and this is mapped at ward level to reflect where future place creation may be needed.<br><br>A paper was presented to the exec board in September 2024 and final agreement was made for the capital spend process. A procurement process has been developed and is ongoing in order to commission new places ready for the expansion in September 2025 and beyond. Provider engagement events were held in October 2024 & June 2025 to begin the spend on the early year's capital funding and wraparound programme funding.<br>In addition to the early years capital expansion grant a procurement process has been undertaken for S106 developer contributions from the Chocolate Works / Terry's development.<br><br>**Due to the timescales of following a procurement process and the required works for providers this action is ongoing and will be carried forward to 2025 / 2026.** |
| | At the time of this report the Government had announced 3000 additional nursery places in schools and a free breakfast for all children. However, no further detail was available and was expected to be announced at the Autumn budget | The government held an expression of interest round for the school-based nursery programme.<br>One York school was successful with their application and will be funded directly from DfE to deliver additional early years places.<br><br>Free breakfast – one school is currently taking part in the pilot for free breakfast schools. DfE have not committed to a date for national roll-out of this scheme and are awaiting the findings from the pilot schools. |
| SEND | Track children with SEND to ensure they can access the full early years entitlements and are not disadvantaged with a reduced offer of hours of early education | A multi-disciplinary project board has been established and meet regularly to share local data / intelligence.<br>To date there is no confirmed data to suggest SEND children are not able to access their full early education entitlements.<br>However, there is some anecdotal suggestion that places may be restricted and therefore this will be monitored / challenged if applicable. |
| | Progress work with support partner Hempsalls which focuses on wraparound care for children with complex needs with a view to developing a viable business model which will assist in commissioning | Work has been undertaken with Ebor MAT to work up a business model for after school care, at present costs and the uncertainty of financial viability, due to the |

**ANNEX 1**

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|---|---|---|
| | wrap around care for sustainable, affordable out of school provision for children with complex needs. | time limited resource in the wraparound programme is a barrier to delivery of this provision.<br><br>Following parental feedback, liaison with HAF and Shortbreaks to consider how holiday provision could support children with complex needs is ongoing.<br><br>We are engaged with the DfE to escalate these concerns, by providing them with a case study summary. |
| | Work within the SEND strategy to ensure data is captured to provide an accurate prediction for planning for early years places.<br><br>Longer term continued analysis of Section 23 notifications should continue. With improved quality of notifications and analysis of outcomes over time, this crucial data can be used to support future sufficiency planning. | A multi-disciplinary project board has been established and meet regularly to share local data / intelligence.<br><br>The project board will continue to analyse data presented and map trends to support future sufficiency planning, in particular around quality of provision. |
| Recruitment and retention | Continue to work with colleague at DWP and in Economic Growth team, Skills team, and York Learning to promote early years and childcare careers, apprenticeships and routes into early years management and promote the early years and childcare sector as a viable career path | Regular meetings / information sharing takes places between DWP and City of York council.<br>Termly partnership information sessions are held within Jobcentre Plus to support recruitment into the childcare sector and becoming a childminder.<br>Ongoing work takes place with colleges / universities across the city to support with curriculum / working in childcare.<br>Business support training has been delivered with a specific focus on the challenges faced within the sector. |
| | Roll out further cohorts of the Management Skills Programme and develop and promote further Multiply Maths workshops as part of the Skills Bootcamp Programme to further enhance skills and knowledge of existing early years workforce | Business support training sessions have been delivered with a specific focus on the early years sector and further roll-out is planned for 2026. |
| | Develop a strategy / working group to support with business planning, recruitment, marketing etc.<br>The group to complete a full programme of support | A working group was established and successful roll-out of training was delivered in partnership with York Learning. |

**ANNEX 1**

## Appendix 3: Help with Childcare Costs Eligibility Table

| Entitlement: | Childs' age: | Eligibility: | What can you receive: | How to apply: |
|---|---|---|---|---|
| Working parent's entitlement / Extended entitlement | Term after child turns 9 months | Working parents | 30 hours per week over a period of 38 weeks per year | Your code needs to be obtained from: www.beststartinlife.gov.uk<br><br>Speak to your chosen childcare provider to ensure they have a place. |
| Parents of 2-year-olds receiving some additional forms of government support | From the term after child turns 2 years old | If you are claiming certain benefits / have a low household income<br>Looked after children.<br>Child has an education, health, and care plan.<br>Child has an adoption order, special guardianship, or a child arrangement order.<br>Families with no recourse to public funds (NRPF) | 15 hours per week over a period of 38 weeks per year | https://www.raiseyork.co.uk/childcare/funded-childcare-2-year-olds-application-form |
| Universal entitlement | From the term after child turns 3 years old | All 3 & 4 year olds | 15 hours per week over a period of 38 weeks per year | Speak to your chosen childcare provider to check their availability and then take them your child's birth certificate for confirmation of date of birth. |
| Tax Free childcare | All eligible children (up to age 11 or 16 if child has a disability) | Dependent on working / benefit status | If you get Tax-Free Childcare, you'll set up an online childcare account for your child. For every £8 you pay into this account, the government will pay in £2 which you can use to pay your provider. | Find all the details here: www.beststartinlife.gov.uk |

**ANNEX 1**

## Appendix 4: Childcare Reforms Progress Update (November 2025)

**National Wraparound Childcare Programme –** creation of places using revenue funding allocated by the DfE as part of the National Wraparound Childcare Programme, grant rounds take place monthly for providers to submit an application.

*Original DfE Target:* ***390***

| Provider | Programme Type | Number of places created | When will places be available? | Grant Awarded/ to be awarded |
|---|---|---|---|---|
| Dinky Groves OOSC | Creation of places | 30 | Feb 25 | £17,520.00 |
| St Pauls Primary | Creation of places | 35 | April 25 | £35,000.00 |
| St Oswald's | Expansion of opening hours | 35 | Start of summer term 2025 | £7,875.00 |
| Dringhouses Out of School Club | Expansion of places | 15 | Start of summer term 2025 | £8,674.00 |
| Lord Deramores Kids Kabin | Expansion of opening hours | 52 | Start of summer term 2025 | £3,480.00 |
| St George's | Expansion of opening hours | 72 | Start of autumn term 2025 | £5,400.00 |
| York Explorers | Creation of places | 56 | After October half term 2025 | £38,620.00 |
| Wheldrake OOSC | Expansion of places | 8 | Start of autumn term 2025 | £6,000.00 |
| Sticky Fingers Tiny School | Expansion of places | 10 | Start of autumn term 2025 | £6,900.00 |
| Funfishers | Expansion of places | 10 | Start of autumn term 2025 | £7,500.00 |
| Kool Kids | Expansion of places | 10 | Jan 26 | £6,000.00 |
| St Oswalds | Expansion of places | 15 | Jan 26 | £9000.00 |
| Dringhouses OOSC | Expansion of places | 25 | Jan 26 | £15,000.00 |
| Wheldrake OOSC | Expansion of places | 8 | Jan 26 | £6000.00 |
| Premier Sports | Creation of places | 30 | April 26 | £30,000.00 |
| POPSOC* | Expansion of places | 30 | TBC | £18,000.00 |

**awaiting confirmation of additional premises, to enable expanded places to be delivered.*

**ANNEX 1**

## Early Years Reforms (capital funding updates)

**Childcare Expansion Capital Grant** (Total allocation £333,636 of which 80% is expected to be used for early years and 20% for wraparound)
Early Years allocation = £266908.80

| Name/ Provider Type | No. of places created | Date agreed /Contracts signed | When will places be available | Funding amount | Remaining grant for early years |
|---|---|---|---|---|---|
| Footprints Home Nursery | 12 places | Funding agreement sealed: 8th May 2025 | September / October 25 | £73,008 | £193.900.80 |
| York Montessori Fulford | 12 places | Funding agreement signed October 2025 | Summer term 2026 | £55,800 | £138,100.80 |

**School Based Nursery Capital Grant** – Direct funding from DfE to support schools to develop early years places.

| Round | Name/ Provider Type | No. of places created | When will places be available |
|---|---|---|---|
| 1 – Summer 2025 | Poppleton Road School | 26 places | September 2025 |
| 2 – Autumn 2025 | 1 school has applied | 10 | September 2026 (if agreed) |
| 3 – To be announced Spring 2026 | - | - | - |

**S106 Developer Contributions** – Chocolate Works Development (Total funding available: £193,963)

| Name/ Provider Type | No. of places created | Date agreed /Contracts signed | When will places be available | Funding amount |
|---|---|---|---|---|
| St Pauls Nursery School | 18 places | Summer 2025 | Spring 2026 | £61,937 |

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**ANNEX 2**

City of York Council

# Equalities Impact Assessment

## Who is submitting the proposal?

| | |
|---|---|
| **Directorate:** | Education and Skills |
| **Service Area:** | Early Years & Childcare |
| **Name of the proposal:** | Childcare Sufficiency Assessment 2025 |
| **Lead officer:** | Maxine Squire, Assistant Director, Education and Skills |
| **Date assessment completed:** | 22/12/2025 |

**Names of those who contributed to the assessment:**

| Name | Job title | Organisation | Area of expertise |
|---|---|---|---|
| Barbara Mands | Head of Early Years & Childcare | CYC | Early Years & Childcare |
| Dawn Wood | Early Years & Childcare Programme Reforms Lead | CYC | Early Years & Childcare |

## Step 1 – Aims and intended outcomes

| | |
|---|---|
| **1.1** | **What is the purpose of the proposal?**<br>Please explain your proposal in Plain English avoiding acronyms and jargon. |
| | To update on the childcare sufficiency duty.<br>The purpose of childcare sufficiency duty is to ensure there are sufficient early years and childcare places to allow families to work / access training or to access early years entitlements. |

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| | |
|---|---|
| **1.2** | **Are there any external considerations?** (Legislation/government directive/codes of practice etc.) |
| | Section 11 of the Childcare Act 2006 placed a duty on all local authorities to undertake a Childcare Sufficiency Assessment.<br>Sufficient childcare is defined as 'sufficient to meet the requirements of parents in the local authority's area who require childcare in order to enable them to:<br>• Take up or remain in work<br>• Undertake education or training which could reasonably be expected to assist them in obtaining work'<br>• Access free entitlements (15/30 hours) |

| | |
|---|---|
| **1.3** | **Who are the stakeholders and what are their interests?** |
| | The key stake holders are:<br>• The Council to carry out their statutory duty to deliver sufficient childcare and early education places<br>• Providers who deliver early years and childcare places.<br>• The Parents and their families who need early education places and childcare to be able to go out to work / train.<br>• The children and young people who are attending early years and childcare provision.<br>• Employers who need to recruit and retain staff to support their businesses. |

| | |
|---|---|
| **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. |
| | The request is for the combined Executive Members to agree the Childcare Sufficiency Assessment 2025.<br>If agreed the report will be published on CYC's website and a copy sent to the Department for Education (DfE). |

**ANNEX 2**

## 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** | The annual childcare sufficiency assessment is informed by the following:<br>• Local datasets including birth data, planned housing developments etc.<br>• Occupancy data submitted from early years providers in Summer 2025<br>• Parent / carer survey, available via an online SurveyMonkey (between 19th June and 12th September 2025), promoted through local networks including York parent / carer forum.<br>• Childcare provider survey undertaken in July 2025<br>• Local intelligence including from the Quality Improvement Advisers who support early years providers<br>• York Family Information Service which supports families in finding early years and childcare and offers a brokerage service<br>• Regular dialogue with providers at information and networking events including the Leaders and Mangers forum, Shared Foundation Partnerships etc. |

**ANNEX 2**

## 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** |
| Changing parental demand can be difficult to predict | Termly occupancy data is collected from providers to ensure an accurate the local authority is aware of any potential changes in demand<br>Regular parent surveys are undertaken to identify parental demand<br>Close links between sufficiency & FIS to ensure any parental gaps can be resolved through partnership working across CYC |
| Provider finances are confidential to each business and are not routinely shared with CYC | Annual provider survey around sustainability<br>Regular 1:1 offer of targeted business support<br>Business support training delivered in partnership with York Learning |

## 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)** | **Medium (M) Low (L)** |
| **Age** | The provision of places ensures that eligible children can access early education. | **+** | **Low** |
| **Disability** | The provision of places must be accessible, and reasonable adjustments should be made for SEND. | **+** | **Low** |
| **Gender** | The provision of places must be accessible to children regardless of gender | **+** | |

**ANNEX 2**

| | | | |
|---|---|---|---|
| **Gender Reassignment** | N/A | | |
| **Marriage and civil partnership** | N/A | | |
| **Pregnancy and maternity** | N/A | | |
| **Race** | The provision of places must be accessible to children regardless of race | **+** | |
| **Religion and belief** | The provision of places must be accessible to children regardless of religious belief and British Values are supported | **+** | |
| **Sexual orientation** | N/A | | |
| **Other Socio-economic groups including:** | **Could other socio-economic groups be affected e.g. carers, ex-offenders, low incomes?** | | |
| **Carer** | Foster carers can apply for 30 hours funding in addition to their fostering role if they are in other paid employment | **+** | **Low** |
| **Low income groups** | Eligible two year olds are provided with early education places up to 15 hours per week. Three and four year olds from families on low income are provided with up to 15 hours per week early education (universal hours). | **+** | **Low** |
| **Veterans, Armed Forces Community** | The duty to secure sufficient early years and childcare places includes for families from the armed forces | **+** | **Low** |
| **Other** | | | |
| **Impact on human rights:** | | | |
| List any human rights impacted. | The right to education | **+** | **Low** |

**ANNEX 2**

**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.

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

**ANNEX 2**

## 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?** |
| There are no unlawful or unwanted adverse impacts identified within the EIA / Childcare Sufficiency Assessment 2025.<br>The report highlights the positive work that the early years and childcare sector is achieving.<br>Partnerships are embedded into the early years and childcare sector. | |

## 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:** |

- **Adjust the proposal –** the EIA identifies potential problems or missed opportunities. This involves taking steps to remove any barriers, to better advance quality 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** |
|---|---|
| Continue with the proposal | The EIA does not identify any problems or missed opportunities within the Childcare Sufficiency Assessment 2025 which could cause any adverse impacts. |

**ANNEX 2**

## Step 7 – Summary of agreed actions resulting from the assessment

| | |
|---|---|
| **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? |
| | The action plan within the Childcare Sufficiency Assessment will be update regularly and a full copy attached in the 2026 annual Childcare Sufficiency 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** |
| N/A | | | |
| | | | |
| | | | |
| | | | |

## Step 8 - Monitor, review and improve

| | |
|---|---|
| **Meeting:** | Combined Executive Member Decision Session |
| **Meeting date:** | 27 January 2026 |
| **Report of:** | Pauline Stuchfield, Director of Housing and Communities |
| **Portfolio of:** | Councillor Pavlovic, Executive Member for Housing, Planning and Safer Communities |

# **Decision Report:** Tenancy Policy and Strategy

## Subject of Report

1. It is a legal requirement for Local Housing Authorities to publish a Tenancy Strategy under the Localism Act 2011. The Tenancy Strategy sets expectations for all social landlords in the city to take into account in their Tenancy Policies.

2. It is an expectation of the Regulator for Social Housing that social landlords have in place an up to date Tenancy Policy. The role of the Tenancy Policy is to set out what types of tenancy City of York itself will issue alongside related matters around succession, mutual exchange, joint tenancies and similar decisions.

3. The proposed Tenancy Policy and Strategy for City of York integrates both approaches, setting out overlapping areas and delineating functions of the Policy and Strategy elements where these are separate.

4. This final draft proposed for approval has been through a process of review and amendment with involvement from Housing service managers, Registered Providers with homes in the City and the council's Tenant Scrutiny Panel.

5. It may be noted that the Tenancy Policy and Strategy addresses tenancy matters only and is limited in scope. A separate review of the Housing Allocations Policy is underway which addresses prioritisation and access to social housing for housing register applicants and residents in housing need.

## Benefits and Challenges

6. The proposed updated Tenancy Policy and Strategy offers a number of benefits:

   a) Compliance with the council's legal and regulatory expectations in this area.

   b) Clear communication and expectations for partnership working with Registered Providers to deliver council priorities in supporting access to housing for all residents.

   c) Communication of the council's overall Tenancy Policy approach as landlord in a single accessible document.

   d) Implementation of the York Living Rent approach to Affordable Rent, setting Affordable Rents at an evidence-based level below the maximum 80% of market rents that takes into account local incomes, while also building potential financial viability improvements into Housing Delivery Programme development schemes.

7. There are no significant risks or challenges identified in approval of this document, although consideration of options and analysis of the approach that is taken are set out in paragraphs 21 onwards, below.

## Policy Basis for Decision

8. The Tenancy Policy and Strategy is designed to meet the council's relevant legal and regulatory obligations: the legal requirement for Local Housing Authorities to publish a Tenancy Strategy under the Localism Act 2011, and the expectation of the Regulator for Social Housing that social landlords have in place an up to date Tenancy Policy (Tenancy Standard 2.3 and 2.4 https://www.gov.uk/government/publications/tenancy-standard).

9. The priorities set out in the document also align with the council's strategic objectives by setting a framework for working with Registered Providers across the City to make the best use of social housing stock. This supports the aims of the Homelessness and Rough Sleeping Strategy 2024-29. The York Living Rent approach to Affordable Housing provides a strategic, evidence based approach to rent setting for the Housing Delivery

Programme and is intended to support viability of new build developing in that programme.

10. Housing affordability is a key challenge for the City, with an average cost of homes around 9 times higher than average earnings and rent levels that are amongst the highest in the north of England. Provision of good quality housing to meet the range of needs across the City's residents is recognised as central to the Council Plan 2023-27 as part of Core Commitments, Affordability and Health and Wellbeing, and to the vision of "One City, for all".

11. The council's Housing Charter vision of One Team, Healthy Homes, Better Lives and principles including We Think Forward, We Think Together and We Think You are embedded within the partnership based and wellbeing focused approach taken in this Strategy.

## Financial Strategy Implications

12. There are no direct financial implications to consider from this report. The York Living Rent Affordable Housing approach may offer some financial viability advantage for new build development schemes, which would be assessed for each scheme at the time of scheme financial appraisal and approval.

## Recommendation and Reasons

13. The Executive Member is asked to approve the Tenancy Policy and Strategy document appended as Annex B.

    Reason: To achieve legal and regulatory compliance in respect of matters covered by the Tenancy Policy and Strategy, and to achieve the benefits from the proposed document as set out in this paper.

# Background

14. Extensive consultation with stakeholders was undertaken in 2012 to develop the initial Tenancy Strategy, which reflected did the issues raised by the Localism Act 2011 which permitted the discharge of statutory homelessness in the private rented sector and the introduction of Fixed Term and Flexible Tenancies in limited circumstances.

15. In 2024, a new set of Consumer Standards[1] were implemented in the sector by the Regulator for Social Housing. This represents a significant ambition from Government for the social housing sector and extensive work has been carried out across the council and other social landlords in delivering this.

16. This Tenancy Policy addresses the Regulator's Tenancy Standard[2] expectations as follows:

[1.3] Tenure [all provisions]

[1.4.1] Registered providers must support relevant tenants living in eligible housing to mutually exchange their homes.

[2.3.1] Registered providers shall publish clear and accessible policies which outline their approach to tenancy management, including interventions to sustain tenancies and prevent unnecessary evictions, and tackling tenancy fraud, and set out:

a) The type of tenancies they will grant.

b) Where they grant tenancies for a fixed term, the length of those terms.

c) The circumstances in which they will grant tenancies of a particular type.

d) Any exceptional circumstances in which they will grant fixed term tenancies for a term of less than five years in general needs housing following any probationary period.

[1] https://www.gov.uk/government/collections/regulatory-standards-for-landlords
[2] https://www.gov.uk/government/publications/tenancy-standard

e) The circumstances in which they may or may not grant another tenancy on the expiry of the fixed term, in the same property or in a different property.

f) The way in which a tenant or prospective tenant may appeal against or complain about the length of fixed term tenancy offered and the type of tenancy offered, and against a decision not to grant another tenancy on the expiry of the fixed term.

g) Their policy on taking into account the needs of those households who are vulnerable by reason of age, disability or illness, and households with children, including through the provision of tenancies which provide a reasonable degree of stability.

h) The advice and assistance they will give to tenants on finding alternative accommodation in the event that they decide not to grant another tenancy.

i) Their policy on granting discretionary succession rights, taking account of the needs of vulnerable household members.

17. The provisions of [2.3.2] – [2.3.6] and [2.4.1] – [2.4.4] will also be embedded in landlord service delivery.

18. A refreshed Tenancy Policy and Strategy is needed for City of York Council to meet its obligations both as a regulated social housing landlord, and as strategic Local Housing Authority.

## Consultation Analysis

19. Consultation has been carried out on draft versions of the Tenancy Policy and Strategy as shown in Table A.

**Table A: Summary of consultation**

| Consultation Stakeholders or Group | Responses and any changes made |
|---|---|
| Registered Provider partners with stock in the City | No substantive responses and no changes proposed |
| Tenant Scrutiny Committee | The document was reviewed and overall agreement was expressed. A request was made for clarification in respect of succession approaches and Antisocial Behaviour, the relevant Tenancy Policy element was updated to reflect this. |
| Housing Senior Management Team (SMT) meeting | Seme changes of detail proposed to fully align approach to service priorities, which have been incorporated into final document draft |
| People Scrutiny Committee | Clarification on the relationship of the Tenancy Policy elements to other key council landlord policies was requested. This has been included in the proposed Tenancy Policy and Strategy and in this report. |

20. The approaches to using Fixed Term and Flexible Tenancies in exceptional circumstances only, and the York Living Rent, have been developed through the consultation and member engagement process.

## Options Analysis and Evidential Basis

21. The key issues set out in the proposed Tenancy Policy and Strategy are:

**Table B: Key Issues Summary**, with more detail in Section 2 of the Tenancy Policy and Strategy document

| Tenancy Policy and Strategy Key Issue | Reference and any relevant Option Summary |
|---|---|
| York Living Rent policy approach to the use of Affordable Rent in the city | **Option 1 (Recommended):**<br>Affordable Rent to be limited to below 80% of market rent through with the York Living Rent reflecting local lower quartile incomes and the Local Housing Allowance (Appendix A of the Tenancy Policy and Strategy)<br>**Option 2:**<br>Affordable Rent is limited to below 80% of market rent only, at national government policy maximum level – *not recommended as likely to be unaffordable for lower income local residents*<br>**Option 3:**<br>Affordable Rent is not used in the City – *not recommended as it could reduce delivery of rented affordable housing suitable for residents in the highest levels of housing needs, due to reduced development viability* |
| Use of Fixed Term and Flexible Tenancies | **Option 1 (Recommended):**<br>This is proposed for use only in a set of defined criteria that represent exceptional circumstances, to balance security of tenure for tenants alongside making best use of social housing stock (Section 3.6 of the Tenancy Policy and Strategy)<br>There will be a presumption that Flexible Tenancies will be renewed, otherwise tenants will be offered an alternative suitable property provided they are not in breach of their existing tenancy. |

| Tenancy Policy and Strategy Key Issue | Reference and any relevant Option Summary |
|---|---|
| | **Option 2**:<br>It is possible to extend Fixed Term and Flexible Tenancy use to offer short term tenancies to all new tenancies – *this is not recommended due to the lack of long term security and limited benefit in stock management for most properties*<br>**Option 3:**<br>It is possible to propose no use at all of Fixed Term and Flexible Tenancies – *this is not recommended as in some circumstances use would contribute to management of much needed social housing stock* |
| The acceptable use of Licences | Licences have a limited range of uses in social housing but are essential in a number of cases that are set out in the proposed final draft document |
| Registered Providers implementation of relevant aspects of the Renters' Rights Bill | The current usage cases of Assured Shorthold Tenancies by Registered Providers are recognised and the anticipated move to Periodic tenancies in their place is recognised<br>https://www.gov.uk/government/publications/guide-to-the-renters-rights-bill/guide-to-the-renters-rights-bill |
| Discretionary Succession for surviving non-tenant occupants following bereavement | A tenancy would be offered through "discretionary succession" in exceptional circumstances and taking into account customer needs, where there is no statutory right to succession. An assessment of tenant needs in relation to statutory homelessness provisions would be carried out, alongside any other exceptional circumstances. |
| City of York Prisoner Protocol | A review of the Prisoner Protocol will be carried out to align with objectives of the Tenancy Policy and Strategy, and Homelessness and Rough Sleeping Strategy 2024-29. |

22. A detailed procedure will be developed for implementation of the approach to process for Fixed Term or Flexible Tenancies, providing approval is confirmed for a new Tenancy Policy and Strategy. Implementation will only be carried out once a procedure is in place.

23. Under the Recommendation proposed for this report, this procedure would set out use of Fixed Term or Flexible Tenancies only in the exceptional circumstances where a property serves a very specific need that is met by only a small number of properties within the stock, for example larger properties that have extensive accessibility adaptations. This is to ensure maximum availability of such properties for households with a high need for this property type.

24. The following policies are outside of the cope of this Tenancy Policy and constitute separate policy documents:

- Antisocial Behaviour Policy
- Adaptations Policy
- Allocations Policy
- City of York Council Domestic Abuse Resident and Tenant Policy 2025 to 2028

## Organisational Impact and Implications

- **Financial**: There are no direct financial implications associated with the Tenancy Policy and Strategy. However, the ability to vary the affordable rent for new housing developments will give greater flexible on the mix of schemes and viability of business cases.

- **Human Resources (HR):** There are no HR implications contained within this report

- **Legal:** Under the Localism Act 2011 Local Housing Authorities must publish a Tenancy Strategy. The Tenancy Strategy sets out the approach Registered Providers within the Local Housing Authority's area should take with regard to their Tenancy Policy for tenancy management and the different types of tenancies granted.

  Registered Providers (which includes the Council) are legally required to have in place a Tenancy Policy. The Tenancy Policy must meet the expectations set out in the Regulator of Social Housing's consumer standards (Tenancy Standard). This sets out what Registered Providers of social housing have to have regard to when developing their own Tenancy Policy.

  In addition, the Regulator of Social Housing Transparency, Influence and Accountability Standard requires a Registered Provider to, 'take tenant's views into account in their decision making about how landlord services are delivered and communicate how tenant's views have been considered'. The Council has carried out consultation on the proposed amendments to the Tenancy Policy and Strategy to comply with this standard.

  There is a legal requirement for the Tenancy Policy to be regularly reviewed. As the Council's current policy expired in 2018 a review has been carried out with proposals for amendments having been considered with involvement from interested stakeholders.

  The proposed approach for the Tenancy Strategy and Policy amendments is legally compliant and consistent with best practice in tenancy management and governance.

- **Procurement**: There are no Procurement implications contained within this report

- **Health and Wellbeing**: The provision of safe, affordable housing is a major factor in reducing health inequalities. Public health support the recommendations in the report.

- **Environment and Climate action***:* There are no Environment and Climate action implications contained within this report
- **Affordability:** The Tenancy Policy and Strategy will help to promote the provision of affordable housing to all groups.
- **Equalities and Human Rights**: A full EIA is provided at Annex A, outlining potential positive impacts for groups with protected characteristics and mitigations where there is some negative impact.
- **Data Protection and Privacy:** The data protection impact assessment (DPIAs) screening questions were completed for the recommendations and options in this report and as there is no personal, special categories or criminal offence data being processed to set these out, there is no requirement to complete a DPIA at this time. However, this will be reviewed following the approved recommendations and options from this report and a DPIA completed if required.
- **Communications**: The actions arising from the strategy will be supported by our ongoing programme of tenant communications and, where required, targeted communications to key partners and within communities. The exact approach will be determined by the communication outcomes we're seeking to achieve in each case.
- **Economy:** There are no Economy implications contained within this report.

## Risks and Mitigations

25. There are no significant risks or challenges identified in approval of this document, although consideration of options and analysis of the approach that is taken are considered in this paper.

26. It is recognised that a majority of tenants will be supported with costs of rent increases through the welfare benefits system, which mitigates the impact of the proposed approach, in line with national policy.

## Wards Impacted

27. City wide.

# Contact details

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

## Author

| | |
|---|---|
| **Name:** | Andrew Bebbington |
| **Job Title:** | Housing Strategy Officer |
| **Service Area:** | Housing Strategy and Performance |
| **Telephone:** | 01904 554351 |
| **Report approved:** | Yes |
| **Date:** | 15/01/2026 |

## Co-author

| | |
|---|---|
| **Name:** | Pauline Stuchfield |
| **Job Title:** | Director of Housing and Communities |
| **Service Area:** | Housing and Communities |
| **Telephone:** | 01904 551706 |
| **Report approved:** | Yes |
| **Date:** | 15/01/2026 |

### Abbreviations

No abbreviations have been used in this paper.

## Background papers

- Regulatory standards for landlords: https://www.gov.uk/government/collections/regulatory-standards-for-landlords
- Social and Affordable Homes programme 2026 to 2036: https://www.gov.uk/guidance/social-and-affordable-homes-programme-sahp-2026-to-2036
- Consultation, July 2025: How to implement social rent convergence https://www.gov.uk/government/consultations/how-to-implement-social-rent-convergence/how-to-implement-social-rent-convergence

## Annexes

- Annex A: Equalities Impact Assessment (EIA)
- Annex B: City of York Draft Tenancy Policy and Tenancy Strategy

**ANNEX A**

**City of York Council**

# Equalities Impact Assessment

## Who is submitting the proposal?

| | |
|---|---|
| **Directorate:** | Housing and Communities Directorate |
| **Service Area:** | Housing Services |
| **Name of the proposal:** | Tenancy Policy and Strategy |
| **Lead officer:** | Andrew Bebbington |
| **Date assessment completed:** | 24/11/2025 |

**Names of those who contributed to the assessment:**

| Name | Job title | Organisation | Area of expertise |
|---|---|---|---|
| Andrew Bebbington | Housing Strategy Officer | City of York Council | Housing Strategy |
| Ian Taylor | Assistant Policy Officer | City of York Council | Housing Strategy |

## Step 1 – Aims and intended outcomes

| | |
|---|---|
| **1.1** | **What is the purpose of the proposal?**<br>Please explain your proposal in Plain English avoiding acronyms and jargon. |
| | It is an expectation of the Regulator for Social Housing that social landlords have in place an up to date Tenancy Policy. The role of the Tenancy Policy is to set out what types of tenancy City of York itself will issue alongside related matters around succession, mutual exchange, joint tenancies and similar decisions.<br><br>It is also an expectation of the Regulator that each local authority will publish a Tenancy Strategy and that we comply with Rent Setting and Service Charges requirements which captures the expectations City of York will have of other social landlords who operate in the city, in relation to tenancies , housing allocations and the related matters as above. |

| 1.2 | **Are there any external considerations?** (Legislation/government directive/codes of practice etc.) |
|---|---|
| | It is a requirement of the 2011 Localism Act on local authorities to have both a Tenancy Policy and Strategy<br><br>This Tenancy Policy addresses the Regulator's Tenancy Standard[1] expectations as follows:<br><br>[1.3] Tenure [all provisions]<br><br>[1.4.1] Registered providers must support relevant tenants living in eligible housing to mutually exchange their homes.<br><br>[2.3.1] Registered providers shall publish clear and accessible policies which outline their approach to tenancy management, including interventions to sustain tenancies and prevent unnecessary evictions, and tackling tenancy fraud, and set out:<br>a) The type of tenancies they will grant.<br>b) Where they grant tenancies for a fixed term, the length of those terms.<br>c) The circumstances in which they will grant tenancies of a particular type.<br>d) Any exceptional circumstances in which they will grant fixed term tenancies for a term of less than five years in general needs housing following any probationary period.<br>e) The circumstances in which they may or may not grant another tenancy on the expiry of the fixed term, in the same property or in a different property.<br>f) The way in which a tenant or prospective tenant may appeal against or complain about the length of fixed term tenancy offered and the type of tenancy offered, and against a decision not to grant another tenancy on the expiry of the fixed term.<br>g) Their policy on taking into account the needs of those households who are vulnerable by reason of age, disability or illness, and households with children, including through the provision of tenancies which provide a reasonable degree of stability. |

[1] https://www.gov.uk/government/publications/tenancy-standard

| | |
|---|---|
| | h) The advice and assistance they will give to tenants on finding alternative accommodation in the event that they decide not to grant another tenancy.<br>i) Their policy on granting discretionary succession rights, taking account of the needs of vulnerable household members.<br><br>The provisions of 2.3.2 – 2.3.6 will also be embedded in landlord service delivery and 2.4.1 – 2.4.4. |

| **1.3** | **Who are the stakeholders and what are their interests?** |
|---|---|
| | **Stakeholders:**<br><br>• Registered Providers (Housing Associations) aim to achieve effective stock management in compliance with regulatory obligations<br><br>• Social housing tenants and residents in need of social housing have an interest in high quality homes provided with good services at an affordable rent level. |

| | |
|---|---|
| **1.4** | **What results/outcomes do we want to achieve and for whom?**<br><br>The proposed updated Tenancy Policy and Strategy offers a number of important outcomes:<br>a) Compliance with the council's legal and regulatory expectations in this area<br>b) Clear communication and expectations for partnership working with Registered Providers to deliver council priorities in supporting access to housing for all residents<br>c) Communication of the council's overall Tenancy Policy approach as landlord in a single accessible document<br>d) Implementation of the York Living Rent approach to Affordable Rent, setting Affordable Rents at an evidence-based level below the maximum 80% of market rents that takes into account local incomes, while also building potential financial viability improvements into Housing Delivery Programme development schemes |

| | |
|---|---|
| | |

## 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** |
|---|---|
| The Council Plan 2023 to 2027, **One City, For All** https://www.york.gov.uk/council-plan-1/one-city-2023-2027 | Contextual |
| York Living Rent Policy | Affordability thresholds assessed on the basis of the ratio of income to housing cost sets out the CYC approach balancing affordability and investment viability on Affordable Rent setting |

## 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** |
| Flexibilities in CYC policy have been retained to allow the continuation of initiatives like Family Intervention Tenancies and the Prisoner Protocol which seek to prevent homelessness. Data systems for recording these have gaps. | Recognise the overlap between the Homelessness and Rough Sleeping Policy and the Tenancy and Policy and Strategy, to ensure that they complement each other – and include in data system development to enable effective reporting and monitoring of outcomes and associated learning. |
| Flexibilities are confirmed to allow the continuation of supported housing and homeless prevention work. Data systems for recording these have gaps. | Include in data system development to enable effective reporting and monitoring of outcomes and associated learning. |

## 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**<br><br>The Tenancy Policy and Strategy is an overarching legal framework document, operational impacts on specific characteristics will sit within the city's allocations policy rather than at this level. For example, there are no tenancy types or tenancy rights that differ by specific characteristic.<br><br>For all residents , the Tenancy Policy and Strategy seeks to preserve and/or clarify the following<br><br>- Resettlement Activity<br>- Homeless Prevention<br>- Nomination rights for the Housing register for new social housing<br>- Impact of the Renters Rights Bill<br>- The scope of Flexible Tenancies/ Fixed term tenancies<br>- Existing statutory rights<br>- Protection from fraud<br>- Types of tenancy issued in the city<br>- Scope of affordable rent | **Positive (+)** | **Medium (M)** |

| | | | |
|---|---|---|---|
| **Age** | **Impact identified**<br><br>The Tenancy Policy and Strategy will help to promote the provision of affordable housing to all groups.<br><br>The Council will comply with all relevant and forthcoming legislation, Equalities Act 2010, Human Rights Act 1998. | **Positive (+)** | **Low (L)** |
| **Disability** | **Impact Identified**<br><br>The Tenancy Policy and Strategy will help to promote the provision of affordable housing to all groups, in particular by making best use of specialist accessibility and adapted homes.<br><br>The Council will comply with all relevant and forthcoming legislation, Equalities Act 2010, Human Rights Act 1998. | **Positive (+)** | **Medium (M)** |
| **Gender** | **Impact identified:** | **Positive (+)** | **Low (L)** |

| | | | |
|---|---|---|---|
| | The Tenancy Policy and Strategy will help to promote the provision of affordable housing to all groups.<br><br>The Council will comply with all relevant and forthcoming legislation, Equalities Act 2010, Human Rights Act 1998. Gender Recognition Act 2004. | | |
| **Gender Reassignment** | **Impact identified:**<br><br>The Tenancy Policy and Strategy will help to promote the provision of affordable housing to all groups.<br><br>The Council will comply with all relevant and forthcoming legislation, Equalities Act 2010, Human Rights Act 1998. Gender Recognition Act 2004. | **Positive (+)** | **Low (L)** |
| **Pregnancy and maternity** | **Impact identified:**<br><br>The Tenancy Policy and Strategy will help to promote the provision of affordable housing to all groups. | **Positive (+)** | **Low( L)** |

| | | | |
|---|---|---|---|
| | The Council will comply with all relevant and forthcoming legislation, Equalities Act 2010, Human Rights Act 1998. | | |
| **Race** | **Impact Identified:**<br><br>The Tenancy Policy and Strategy will help to promote the provision of affordable housing to all groups.<br><br>The Council will comply with all relevant and forthcoming legislation, Equalities Act 2010, Human Rights Act 1998. Gender Recognition Act 2004. | **Positive (+)** | **Low (L)** |
| **Religion and belief** | **Impact Identified:**<br><br>The Tenancy Policy and Strategy will help to promote the provision of affordable housing to all groups.<br><br>The Council will comply with all relevant and forthcoming legislation, Equalities Act 2010, Human Rights Act 1998. Gender Recognition Act 2004. | **Positive** | **Low(L)** |

| | | | |
|---|---|---|---|
| | | | |
| **Sexual orientation** | **Impact Identified:**<br><br>The Tenancy Policy and Strategy will help to promote the provision of affordable housing to all groups.<br><br>The Council will comply with all relevant and forthcoming legislation, Equalities Act 2010, Human Rights Act 1998. Gender Recognition Act 2004. | **Positive (+)** | **Low (L)** |
| **Children with experience of care** | **Impact identified:**<br><br>The Tenancy Policy and Strategy will help to promote the provision of affordable housing to all groups.<br><br>The Council will comply with all relevant and forthcoming legislation, Equalities Act 2010, Human Rights Act 1998. Gender Recognition Act 2004. | **Positive (+), Medium (M)** | |

| Other Socio-economic groups including : | Could other socio-economic groups be affected e.g. carers, ex-offenders, low incomes? | | |
|---|---|---|---|
| **Carer** | **Impact Identified:**<br><br>The Tenancy Policy and Strategy will help to promote the provision of affordable housing to all groups.<br><br>Positive impact of the prevention pathway on individuals at risk of homelessness or rough sleeping. | **Positive** | **Medium(M)** |
| **Low income groups** | Positive<br><br>The Tenancy Policy and Strategy will help to promote the provision of affordable housing to all groups.<br><br>The scope to use Licences for resettlement and supported housing will help consolidate the city's resettlement work. | **Positive** | **Medium (M)** |
| **Veterans, Armed Forces Community** | The City of York has signed the Armed Forces veteran's covenant. It is an agreement that no one who has ever served in the Armed Forces, or their families, should be disadvantaged because of their service.<br><br>In practice, this does not mean that Armed Forces personnel receive preferential treatment compared to other people, but that everyone agrees to work together to ensure that the | **Positive** | **Low (L)** |

| | | | |
|---|---|---|---|
| | Armed Forces community can access the same level of service as non-serving citizens<br><br>The Tenancy Policy and Strategy does not directly address former services personnel, the approach here is set out in the Allocations Policy, which re-enforces the city's commitment to Armed forces personnel.<br><br>The Council will comply with all relevant and forthcoming legislation, Equalities Act 2010, Human Rights Act 1998. | | |
| **Other** | **Employee Wellbeing Support**<br>To continue to support the wellbeing of our staff during this demanding and difficult time, the Employee Wellbeing Line and email has been setup. The service is for all staff HR related queries, worries or concerns; relating to working hours, pay, health or wellbeing.<br><br>Email: employeewellbeing@york.gov.uk | | |

| **Impact on human rights:** | | | |
|---|---|---|---|
| List any human rights impacted. | The right to good quality, safe housing. | **Positive (+)** | **Medium** |



**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.

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

## 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?** |

There will be some potential for limited negative impact on the above groups and subsequent customers of the Homeless Services. This is due to the implementation of fixed term tenancies to maximise availability of scarce social housing stock for residents in housing need.

This will be mitigated by ensuring a high quality service for tenants offered a fixed term including a presumption that a new fixed term tenancy would be offered for the existing home unless clear criteria apply, and a supportive approach to the process and to moves to a more suitable property where needed.



## 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 report

- **Adjust the proposal –** the EIA identifies potential problems or missed opportunities. This involves taking steps to remove any barriers, to better advance quality 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** |
|---|---|
| **No major change to the proposal** | The impacts from the proposals are limited, and expected to be positive with mitigations in place to deliver on these aims. |

## 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** |
| Equality and Human Rights Act | Quality Assurance | Laura Williams | |
| Data system development to improve outcome monitoring and to use insights in future service development | Data, evidence, continual improvement | Katherine Proctor | Continual improvement process |

## 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? |
| | The Tenancy Policy and Strategy is designed to meet the council's relevant legal and regulatory obligations: the legal requirement for Local Housing Authorities to publish a Tenancy Strategy under the Localism Act 2011, and the expectation of the Regulator for Social Housing that social landlords have in place an up to date Tenancy Policy (Tenancy Standard 2.3 and 2.4 https://www.gov.uk/government/publications/tenancy-standard).<br><br>The priorities set out in the document also align with the council's strategic objectives by setting a framework for working with Registered Providers across the City to make the best use of social housing stock. This supports the aims of the Homelessness and Rough Sleeping Strategy 2024-29. The York Living Rent approach to Affordable Housing provides a strategic, evidence based approach to rent setting for the Housing Delivery Programme and is intended to support viability of new build developing in that programme.<br><br>Housing affordability is a key challenge for the City, with an average cost of homes around 9 times higher than average earnings and rent levels that are amongst the highest in the north of England. The Council Plan demonstrates this administration's commitment to reducing homelessness by including "number of people sleeping rough" as one of its new key performance indicators. In addition, provision of good quality |

| | |
|---|---|
| | housing to meet the range of needs across the City's residents is recognised as central to the Council's 2023-27 Plan as part of Core Commitments, Affordability and Health and Wellbeing, and to the vision of "One City, for all".<br><br>The council's Housing Charter vision of One Team, Healthy Homes, Better Lives and principles including We Think Forward, We Think Together and We Think You are embedded within the partnership based and wellbeing focused approach taken in this Strategy.<br><br>Impacts will be monitored through Housing and Homelessness Services performance reporting, utilising Housing Registration and homelessness case data alongside other sources such as complaints monitoring.<br><br>Impacts will also be monitored through<br><br>• Tenant Scrutiny Panel, tenant feedback, tenant and customer satisfaction reporting and other tenant and customer engagement methods<br><br>• Partnership work and internal cross-council engagement work, to understand perspectives on policy implementation and impact<br><br>These will be incorporated into service review, improvement and policy/procedure development processes. |

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# DRAFT City of York Tenancy Policy and Tenancy Strategy

| | |
|---|---|
| **Version:** | v1.0 15/01/2025 |
| **Approval status:** | **Not approved** – presented for approval at Executive Member Decision Session |
| **Author:** | Ian Taylor, Assistant Policy Officer<br>Andrew Bebbington, Housing Strategy Officer |
| **Review date:** | No more than 2 years following approval |

## 1. Introduction

### 1.1 What is the Tenancy Policy?

1.1.1 This sets out the tenancy types and their intended use across the stock owned by City of York Council.

1.1.2 It is influenced by the CYC allocations policy, the wider Tenancy Strategy, regulatory and legal frameworks including meeting the Regulator for Social Housing's Tenancy Standard[1].

1.1.3 The following policies are outside of the cope of this Tenancy Policy and constitute separate policy documents:

- Antisocial Behaviour Policy
- Adaptations Policy
- Allocations Policy
- City of York Council Domestic Abuse Resident and Tenant Policy 2025 to 2028

### 1.2 What is the Tenancy Strategy?

1.2.1 The strategy is an expression of how the council expects the various tenancy types will be used across the city. It therefore extends across all Registered Providers in the city. The Localism Act 2011 sets a requirement for Local Authorities to have an updated Tenancy Strategy. The Act sets out some procedural

[1] https://www.gov.uk/government/publications/tenancy-standard - this is part of the Consumer Standards which are currently subject to consultation for revised and expanded standards.

requirements for producing the Strategy and defines its scope as guiding local Registered Providers on:

(a) the kinds of tenancies they grant,
(b) the circumstances in which they will grant a tenancy of a particular kind,
(c) where they grant tenancies for a term certain, the lengths of the terms, and
(d) the circumstances in which they will grant a further tenancy on the coming to an end of an existing tenancy (Localism Act 2011, paragraph 150).

1.2.2 Extensive consultation with stakeholders was undertaken in 2012 to develop the initial Tenancy Strategy, which reflected did the issues raised by the Localism Act 2011 which permitted the discharge of statutory homelessness in the private rented sector and the introduction of Fixed term and Flexible tenancies. Further consultation has been carried out with Registered Providers, and the council's Tenant Scrutiny Panel, on this document draft during 2023-24. The table below (Section 2) sets out the core elements of the refreshed policy and strategy.

## 1.3 Tenancy Policy and Strategy Objectives

1.3.1 This refresh supports the council's implementation of the 2024 Consumer Standards[2] set by the Regulator of Social Housing. . The document also anticipates changes in the Renters' Rights Bill[3], expected to end fixed term tenancies in the Housing Association sector and to require that Housing Associations issue either full Assured tenancies, or 'Periodic' tenancies in place of Assured Shorthold Tenancies.

1.3.2 The Policy and Strategy is intended to make the best use of social housing stock, and to protect tenant wellbeing while enabling the Council and Registered Provider partners to apply flexibility in management of homes where needed. Effective use of social housing stock can deliver better outcomes for disabled residents

[2] https://www.gov.uk/government/collections/regulatory-standards-for-landlords
[3] https://www.gov.uk/government/publications/guide-to-the-renters-rights-bill/82ffc7fb-64b0-4af5-a72e-c24701a5f12a#tenancy-reform

with a need for accessible housing, supporting access to specialist and adapted homes where appropriate.

1.3.3 Principles of transparency, clear communication and either meeting, or balancing, needs of individual tenants and tenants as a whole will be embedded within deliver of the policy.

1.3.4 This supports the Housing Charter[4] vision of *One Team, Healthy Homes, Better Lives* and the principles *We Think Forward, We Think Together and We Think Home*.

1.3.5 Section 4 sets out expectations in respect of assignation, exchange, succession and fraud. These sections are part of the Tenancy Strategy and would also form the council's Tenancy Policy.

1.3.6 Appendix A sets out the City of York Living Rent framework, implementing Affordable Rent tenure in the context of our local evidence base.

### 1.4 Regulator of Social Housing Tenancy Standard: Relevant Expectations

1.4.1 This Tenancy Policy addresses the Regulator's Tenancy Standard[5] expectations as follows:

[1.3] Tenure [all provisions]

[1.4.1] Registered providers must support relevant tenants living in eligible housing to mutually exchange their homes.

[2.3.1] Registered providers shall publish clear and accessible policies which outline their approach to tenancy management, including interventions to sustain tenancies and prevent unnecessary evictions, and tackling tenancy fraud, and set out:

a) The type of tenancies they will grant.

[4] https://www.york.gov.uk/HousingCharter

[5] https://www.gov.uk/government/publications/tenancy-standard

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b) Where they grant tenancies for a fixed term, the length of those terms.

c) The circumstances in which they will grant tenancies of a particular type.

d) Any exceptional circumstances in which they will grant fixed term tenancies for a term of less than five years in general needs housing following any probationary period.

e) The circumstances in which they may or may not grant another tenancy on the expiry of the fixed term, in the same property or in a different property.

f) The way in which a tenant or prospective tenant may appeal against or complain about the length of fixed term tenancy offered and the type of tenancy offered, and against a decision not to grant another tenancy on the expiry of the fixed term.

g) Their policy on taking into account the needs of those households who are vulnerable by reason of age, disability or illness, and households with children, including through the provision of tenancies which provide a reasonable degree of stability.

h) The advice and assistance they will give to tenants on finding alternative accommodation in the event that they decide not to grant another tenancy.

i) Their policy on granting discretionary succession rights, taking account of the needs of vulnerable household members.

1.4.2 The provisions of 2.3.2 – 2.3.6 will also be embedded in landlord service delivery and 2.4.1 – 2.4.4.

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## 2. Tenancy Policy and Strategy Overview

| | |
|---|---|
| | Decision for Tenancy Policy only |
| | Tenancy Strategy Only |
| | Tenancy Policy & Strategy |

| Issue | Relevance: Tenancy Policy and/or Strategy | Policy / Strategy Approach |
|---|---|---|
| **Introductory Tenancies** | Tenancy Policy City of York Council (CYC) | City of York Council continues to offer Introductory Tenancies to all new tenants as a probationary arrangement.<br><br>Introductory Tenancies should not be extended beyond 18 months. There should be clarity on whether to offer a Secure tenancy or in rare cases, to pursue eviction by that point. |
| **Discretionary succession to Introductory or Secure Tenancies** | Tenancy Policy (CYC) and Tenancy Strategy | Detailed consideration in **3.1** and **4.1** below. |
| | | |

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| Issue | Relevance: Tenancy Policy and/or Strategy | Policy / Strategy Approach |
|---|---|---|
| **Notice Required from the tenant to terminate a Secure tenancy and Prisoner Protocol** | Tenancy Policy (CYC) | That CYC can consider a request from a tenant to terminate their tenancy with less than the standard 28 days, if exceptional circumstances apply. Granting the request would be at the council's discretion.<br><br>That CYC continues to offer the Prisoner Protocol, where an imprisoned person, who surrenders their CYC tenancy on imprisonment, is reallocated a suitable home on their release (subject to the terms and conditions of scheme). |
| **Mutual exchanges** | Tenancy Policy (CYC) and Tenancy Strategy | That RPs recognise the statutory grounds for refusing a mutual exchange request as per **3.1** below. Mutual exchange is a valuable tool for meeting housing need and RPs should use reasonable discretion to facilitate mutual exchange where appropriate as per **3.1** below |
| **Affordable Rent** | Tenancy Policy (CYC) and Tenancy Strategy | That CYC and other RPs participate in the government's Affordable Rent scheme only when this contributes to meeting housing need in the city. In these circumstances, Affordable Rents must be at a level which is genuinely affordable for low income residents. |

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| Issue | Relevance: Tenancy Policy and/or Strategy | Policy / Strategy Approach |
|---|---|---|
| | | Where Affordable Rent is used, it must be demonstrated that the % figure of market rent used to calculate the level of Affordable Rent, considers the needs of lower paid working households.<br><br>York has an expensive housing market and it is anticipated that Affordable Rents will not generally exceed 60% of market rent. Compliance with Rent Standard and Guidance must be ensured in all cases[6].<br><br>This Policy introduces the York Living Rent for Affordable Rent properties, set out in Appendix A alongside additional analysis of this tenure in the City of York local context. |
| **Demoted tenancies**<br><br>**Family Intervention Tenancies (FITs)** | Tenancy Policy (CYC) and Tenancy Strategy | That CYC and other RPs in the city retain the ability to demote secure and assured tenancies for the better management of Anti-Social Behaviour.<br><br>RPs may also consider the use of FITs, which originated with the Housing and Regeneration Act 2008. These are an |

[6] https://www.gov.uk/government/collections/rent-standard-and-guidance

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| Issue | Relevance: Tenancy Policy and/or Strategy | Policy / Strategy Approach |
|---|---|---|
| | | alternative to Eviction for families who are facing an Eviction warrant for Anti Social Behaviour.<br><br>The household's tenancy is demoted to the status of a Licence, allowing intensive support to be provided, with the tenant's consent. Should the support be ineffective, repossession would be secured under the Licence, without having to go to court. |
| **Secure and Assured Tenancies** | Tenancy Policy (CYC) and Tenancy Strategy | That the standard post probationary social tenancies in the City are Secure (CYC) and Assured (other RPs) unless Fixed term, Flexible or Equitable tenancy are in use (see below) |
| **Flexible (5 year) and Fixed term (2 year) tenancies** | Tenancy Policy (CYC) and Tenancy Strategy | CYC will consider issuing new Flexible and Fixed term tenancies in exceptional circumstances only in accordance with section 3.6 below, and government guidance. Tenancies would be<br><br>CYC does not intend to issue Flexible or Fixed term tenancies for all new tenants.<br><br>All RPs can consider incentivising existing tenants to move, to better meet housing need, in circumstances such as under-occupation or accommodation with adaptations which are no longer required. |

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| Issue | Relevance: Tenancy Policy and/or Strategy | Policy / Strategy Approach |
|---|---|---|
| **Licences** | Tenancy Policy (CYC) and Tenancy Strategy | Licences have a limited range of uses in social housing as they offer the tenant very limited security in their home:<br>a) Licences can be used by Housing Associations to create a probationary arrangement for new tenants.<br>b) Licences can be used by all RPs in the city. Usually, this will be for residents needing support in the 'Exempt Accommodation' sector or where this is agreed as part of a delivery plan for multidisciplinary support provision such as through the 'Housing First' programme<br>A probationary arrangement should not be extended beyond 18 months as above. |
| **Equitable tenancies (16- and 17-year olds)** | Tenancy Policy (CYC) and Tenancy Strategy | Minors cannot legally have any form of direct social tenancy.<br>Where a minor needs social housing it is required that appropriate provision such as Equitable Tenancies (tenancies in trust) or an alternative suitable method are used. |
| **Assured Shorthold Tenancies (ASTs)** | Tenancy Strategy | It is acceptable for ASTs to be used by Housing Associations for purposes of creating a probationary |

# ANNEX B

| Issue | Relevance: Tenancy Policy and/or Strategy | Policy / Strategy Approach |
|---|---|---|
| **and the Renters' Rights Bill** | | arrangement or providing and 'Exempt Accommodation' service to people needing support.<br><br>CYC will issue Introductory Tenancies for new tenants as above as Local Authorities cannot issue ASTs.<br><br>ASTs are expected to become a legacy arrangement if the provisions of the former Renters' Rights Bill become law. Periodic tenancies are expected to be required in place of ASTs. |
| **New rented social housing: includes Social Rent and Affordable Rent homes provided under s106 or similar future arrangement** | Tenancy Strategy | New social and affordable rent housing will be made available through the City's housing register when it is first released and either wholly or predominantly when re-let.<br><br>Requirements will be set in a section 106 agreement or other nominations agreement with the council's standard terms applied.<br><br>Historic developments will be subject to the original nomination arrangements with RPs encouraged to provide nominations in excess of original arrangements where appropriate, in recognition of the high levels of housing need in the City. |

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| Issue | Relevance: Tenancy Policy and/or Strategy | Policy / Strategy Approach |
|---|---|---|
| **Shared Ownership and Discounted Sale** | Tenancy Strategy | There will be a single point of access for registering interest in each of these services.<br><br>These products are for households with stable employment, access to savings and the ability to secure a mortgage but would experience difficulty in affording 'open market' prices. |
| **Discharge of statutory homeless duty in private rented sector (PRS)** | Tenancy Strategy | This is an acceptable option, provided there is a realistic chance of tenancy sustainment and that the property identified has been vetted by CYC.<br><br>If the customer is subject to 'no fault eviction', within 12 months of duty discharge through this route, then that household must be recategorised as statutorily homeless. |

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## 3. Tenancy Strategy: Further consideration on key policy areas

The council's website provides advice on key areas of tenancy policy, for example:
https://www.york.gov.uk/council-homes/change-tenancy

### 3.1 Succession, Termination and Exchange

3.1.1 This Strategy includes within its scope the terms for succession, termination, assignation and mutual exchange (swap) of social housing tenancies.

3.1.2 Registered Providers (RPs) in the City are expected to apply the following approaches:

1. Where RPs in the city are considering a mutual exchange, they can refuse an exchange if such an exchange would entail adaptations to the property or properties that would entail major and unreasonable expense, for example installation of a through floor lift. This is expressed in the current allocations policy for the city[7].

2. Discretionary Succession to a social tenancy can be considered on request, where survivorship, statutory or contractual succession do not apply. Whilst at the discretion of the landlord, fairness towards applicants on the city's housing register must be considered.

3. It is anticipated that discretionary succession will not be awarded if the applicant has unreasonably given up suitable accommodation elsewhere.

4. Where an applicant who is seeking to succeed to a social tenancy does have a legal or contractual right of succession, then the RP can consider an alternative offer of accommodation if the succession proposed would be unsustainable or unaffordable for the applicant. If the applicant is not willing to

[7] https://www.york.gov.uk/EligibilityForCouncilHome

accept a suitable offer, then the RP will use its legal powers to recover the property.

### 3.2 Grounds for refusing a Mutual Exchange

3.2.1 The grounds for refusal for mutual exchange requests which RPs must give consideration to are set out in Schedule 14 of the Localism Act 2011[8], summarised in Appendix B below.

3.2.2 As noted above, mutual exchange is recognised as a useful and affordable means of meeting need. It is strongly supported that RPs in the city to facilitate mutual exchange where this would help meet housing need. For example, this may be assistance in helping one of the parties obtain a minor accessibility adaptation. It is expected that all RPs allow free access to approved online mutual exchange services, for the council's tenants this is https://www.homeswapper.co.uk/.

### 3.3 Deceased tenant

3.3.1 The council would expect all RPs to obtain a death certificate for any of their deceased tenants and not to terminate the tenancy until it is determined that there is no legal successor or survivor under the terms of Housing Acts 1985, 1988,1996 as appropriate.

### 3.4 Fraud

3.4.1 Where a tenant of any RP in the city has obtained a tenancy by providing false information in a wilful, negligent or deliberate manner then there are grounds for repossession under the relevant Housing Acts and it is entirely reasonable for a RP to pursue that route.

3.4.2 Obtaining a tenancy fraudulently is covered by the council's existing allocations policy. Provision of fraudulent information by an applicant or tenant is further penalised by exclusion from the housing register for a period of five years and a fine of £5,000 can be imposed, based on the current allocations policy.

[8] https://www.legislation.gov.uk/ukpga/2011/20/schedule/14/enacted

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3.4.3 Where a criminal inducement is used to obtain or attempt to obtain a RP tenancy within the city, then it is expected that this would be referred to the Police in addition to action under any tenancy agreement.

## 3.5 Joint Tenancies

3.5.1 RPs will issue new joint tenancies where the parties have been accepted as joint application through the allocations and/or statutory homelessness process and are aged over 18, providing that no refusal criteria apply.

3.5.2 RPs will have discretion to refuse a request to add a non-dependent person to an existing tenancy. These requests will be considered on a case-by-case basis. An application for someone to join a tenancy may be refused if they have been previously evicted from any accommodation or have a proven history of relevant criminal activity, anti-social behaviour or outstanding housing related debt (such as rent arrears or repair recharges) with any landlord. Arrears would not be taken into consideration where the applicant was subject to Domestic Abuse in the tenancy which the arrears relate to.

3.5.3 City of York Council tenancies will be issued and amended in accordance with the council's policies and procedures. The council would not normally agree to add anyone to the tenancy unless they were the spouse or partner of the tenant.

## 3.6 Flexible Tenancies

3.6.1 The 2011 Localism Act permits local authority landlords to issue flexible tenancies for a fixed term period, which are reviewed at the end of the term. The fixed term is expected usually to be a minimum of 5 years but with a minimum 2 years in exceptional circumstances.

3.6.2 Registered Providers are expected to take into account community sustainability and the needs of tenants in developing policies on

the use of fixed term tenancies, alongside, promoting the best use of stock to meet the needs of residents.

## 4. CYC landlord Tenancy Policy: Additional provisions

### 4.1 Succession, including discretionary succession

4.1.1 The council will offer tenancies by succession in accordance with the appropriate legal right to succession provided in tenancy law.

4.1.2 Where an applicant who is seeking to succeed to a social tenancy has a legal right of succession, or is offered a discretionary succession, then the council will consider an alternative offer of accommodation if the succession proposed would be unsustainable or unaffordable for the applicant.

4.1.3 This would include under-occupation of a family home, and non-eligibility for an age-restricted property. If the applicant is not willing to accept a suitable offer, then the council will carry out the legal process to recover possession of the property by applying to court.

4.1.4 Applications for discretionary succession will be considered where there is no legal right to succeed. This could be offered in cases where it is proven that the circumstances are exceptional, taking into account the vulnerability of the customer as set out in 4.1.5 below.

4.1.5 A tenancy would be offered in discretionary succession cases where the customer is eligible to join the Housing Register, **and** a) or b) below applies:

a) Following assessment with reference to statutory homelessness obligations, it is identified that the occupier is likely to be eligible, in priority need and unintentionally homeless if a tenancy is not offered, and as a result the council would be likely to have the main homelessness duty to rehouse the occupier.

b) Other exceptional circumstances are identified where the occupier’s vulnerability justifies the offer of a tenancy, even though these fall short of homelessness priority need.

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4.1.6 If there is no legal right to succession and a discretionary succession is not offered, the council's Housing Options team will provide support to access alternative accommodation where necessary, through personalised homelessness prevention services.

4.1.7 Where necessary the council will carry out the legal process to recover possession of the property by applying to court.

### 4.2 Mutual exchange

4.2.1 The council supports tenants to access alternative accommodation through mutual exchange, subject to checks and statutory and published eligibility criteria. Advice will be provided about the implications for tenure, rent and service charges, where relevant. The council offers mutual exchange opportunities via the home swapper website https://www.homeswapper.co.uk/

4.2.2 The council's permission is required to carry out a mutual exchange. If tenants move without written approval they will usually be expected to move back, and in extreme cases this may be assessed as a tenancy breach.

4.2.3 Customers with any form of probationary tenancy will not have any rights of assignation, exchange or transfer.

4.2.4 Tenants in breach of their tenancy, or subject to demotion or Notice of Seeking Possession, may not seek a transfer or exchange.

4.2.5 The statutory grounds for refusal for mutual exchange requests which RPs must give consideration to are set out in Schedule 14 of the Localism Act 2011, summarised in Appendix B below.

### 4.3 Fraud

4.3.1 It is a criminal offence for a tenant to rent council home to someone else; this is sometimes known as 'subletting'. Under the Fraud Act 2006 and the Housing Act 1996, it is also a criminal offence for a tenant to falsely apply for a council property, falsely

claim they are entitled to take over tenancy of a council property from a relative, or falsely apply for a Right to Buy discount.

4.3.2 The council carries out regular fraud prevention and data matching exercises to protect ourselves against fraud. Tenancy fraud can also be reported to the council's independent auditor for investigation.

## 4.4 Joint Tenancies and Adding Additional Tenants

4.4.1 Persons on any form of probationary tenancy will not have any rights of assignation, exchange or transfer. Succession rights still apply.

4.4.2 Breach of tenancy would also be considered when assessing assignation.

4.4.3 City of York Council tenancies will be issued and amended in accordance with the council's policies and procedures. The council would not normally agree to add anyone to the tenancy unless they were the spouse or partner of the tenant.

## 4.5 Fixed term tenancies – also known as flexible tenancies

4.5.1 The council's policy is to officer fixed term tenancies in defined exceptional circumstances only, as set out in 4.5.4 below, otherwise secure tenancies would follow from the initial introductory tenancy. Fixed term tenancies will only be implemented by the council once available resources and systems are in place to do this. This will be determined through an appropriate Senior Officer decision.

4.5.2 Fixed term tenancies will be used for the purposes of effective stock management to meet tenant needs as a whole. Prior to the commencement of a fixed term tenancy an introductory tenancy would be offered.

4.5.3 Where a fixed tern tenancy is not renewed, tenants will be offered an alternative suitable property provided they are not in breach of their existing tenancy. Where a renewed or alternative tenancy is

not offered, advice will be provided on access to alternative accommodation.

**Fixed term tenancies allocation criteria**

4.5.4 The council will allocate flexible tenancies on a fixed term basis in circumstances as follows:

| Circumstance for offering Flexible Tenancy | Likely fixed term period |
|---|---|
| 1. Significant accessibility adaptations are carried out or already present in a property, which meet a tenant's needs at the point of allocation. | 5 years |
| 2. Tenants with a history of significant Antisocial Behaviour and/or arrears where recurrence is considered a potential risk. | 2 years |
| 3. Tenancies with significant needs that may present challenges in tenancy sustainment.<br>A suitable support package would usually be expected to have been identified prior to tenancy commencement. | 2 years – at the end of the period, if a renewed tenancy is not considered appropriate alternative "step down" accommodation with extra support should be sought |
| 4. Tenants allocated a property following award of high priority due to a being a foster carer, or being approved to adopt prior to the adoption taking place. | 2 years – at the end of this period a Secure tenancy would be expected providing the household continues to need the property type allocated |
| 5. Tenant allocated a property of exceptional type in high need example, very large homes. | 5 years |
| 6. Other exceptional circumstances where a Flexible tenancy would meet the needs of stock management and tenant needs as a whole. | 5 years unless there is exceptional justification for 2-4 years |

**ANNEX B**

4.5.5 Outside of these circumstances, new tenants will be allocated an introductory tenancy with provision to become secure and existing tenants will be allocated a secure tenancy at a new property.

4.5.6 Prior to the end of the fixed tern a review will be carried out. This will be informed by the considerations of 4.5.4 above and the council may decide to:

- Offer another fixed term tenancy at the same property
- Offer a secure tenancy at the same property
- End the tenancy and offer an alternative, more suitable property, on either a fixed term or secure tenancy basis
- In cases where there is a tenancy breach, the council may end the tenancy without offering an alternative property, but would offer support to access alternative housing options if needed

4.5.7 The principles of this Tenancy Policy and the Allocations Policy will be applied in making this decision. In accordance with the Tenancy Standard[9] 2.3.1, this policy aims to meet the needs of those households who are vulnerable by reason of age, disability or illness, and households with children, including through the provision of tenancies which provide a reasonable degree of stability, and to make best use of high demand social housing stock in doing this.

4.5.8 The communication and decision making process will ensure the expectations of Tenancy Standard[10] 2.3.3 are met:

> "Before a fixed term tenancy ends, registered providers shall provide notice in writing to the tenant stating either that they propose to grant another tenancy on the expiry of the existing fixed term or that they propose to end the tenancy."

**Appeals and complaints**

4.5.8 Tenants or prospective tenants have a right to appeal against the length of fixed term tenancy offered and the type of tenancy offered, and against a decision not to grant another tenancy on

[9] https://www.gov.uk/government/publications/tenancy-standard
[10] https://www.gov.uk/government/publications/tenancy-standard

the expiry of the fixed term. The appeal should be made in writing within 21 days of the decision being issues.

4.5.9 A service manager, head of service or other senior manager within the service will consider the appeal and issue a decision within 8 weeks.

4.5.10 Complaints can be made through the council's complaints process https://www.york.gov.uk/contact-us/raise-comment-compliment-complaint-concern

**Fixed term tenancies implementation**

4.5.11 Fixed term tenancies will only be implemented by the council once available resources and systems are in place to do this. This will be determined through an appropriate Senior Officer decision.

4.5.12 Where appropriate under defined support schemes such as "Housing First" to meet exceptional needs, licenses may be offered for an initial period. This would only be in circumstances where a tenancy offer would not be appropriate.

4.5.13 Except where tenants choose to move to accommodation let on Affordable Rent terms, the council will at all times grant those who were social housing tenants on the day on which section 154 of the Localism Act 2011 comes into force, and have remained social housing tenants since that date, a tenancy with no less security where they choose to move to another social rented home, whether with the same or another landlord.

4.5.14 The council will grant tenants who have been moved into alternative accommodation during any redevelopment or other works a tenancy with no less security of tenure on their return to settled accommodation.

## 5. Review of Tenancy Policy and Strategy

5.1 Impacts of the Tenancy Policy and Strategy will be monitored against the objectives.

**ANNEX B**

5.2 A review will be carried out no later than 2 years from the approval of the policy. Earlier review may be implemented if impacts are identified supporting this.

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## Appendix A: City of York Living Rent

### A1 City of York Living Rent Summary

Affordable Rents should in all cases meet City of York Living Rent expectations that:

c) Rents are set in accordance with the government's Rent Standard and National Planning Policy Framework definitions, at up to 80% of market rent inclusive of service charge (for a new tenant)
d) Rents are set at up to Local Housing Allowance rates as provided by central government, or
e) In exceptional cases where robust viability evidence demonstrates that Local Housing Allowance levels would not be viable for a housing development, rents are set up a maximum of 35% of local low income levels for a relevant household (see A3 below)

### A2 Evidence Review: Rents and Incomes

The Affordable Rent[11] tenure enables higher rates to be charged to support expansion in delivery of social housing. Homes provided under the scheme by Registered Providers, including the council, are fully eligible for Housing Benefit/Universal Credit Housing Element. The data that comprises the evidence base in this Appendix and reference figures for decision making will be indexed to relevant measures on an annual basis.

Affordable Rent levels are set up to a maximum of 80% of market rent, which can be significantly higher than traditional Social Rents, calculated via the Target Rents system. Affordable Rents must include any service

[11] https://www.gov.uk/government/publications/rent-standard

charges. It is proposed to use a lower level in the City of York, taking into account local incomes and market rent levels.

Social Rent is used as the required rented tenure for most Section 106 affordable housing through the planning process. In cases where there are exceptions to this, for example when national policy requires the use of Affordable Private Rent[12] which is a similar tenure to Affordable Rent, a similar evidence based policy approach is applied alongside viability and planning law considerations.

In the City of York it is recommended to use Affordable Rent for additional affordable supply only where it is clearly demonstrated that additional affordable homes are provided as a result. This is in view both of the exceptional need for affordable homes locally, and the estimated 60-65% of social housing tenants who will be in receipt of Housing Benefit / Universal Credit Housing Element.

There are a number of considerations to take into account in utilising Affordable Rent:

- An affordable rent may create financial challenges for households in lower paid employment if they are not entitled to Housing Benefit / Universal Credit Housing Element or in receipt of benefits and subject to a non-dependent deduction.

- If an Affordable Rent investment plan is agreed with Homes England, a certain number of re-lets across the landlord's entire stock may be expected to be re-let at the Affordable Rent level. There is no such agreement in place by the council currently however local RPs may be required to do this.

[12] https://www.gov.uk/guidance/build-to-rent this is comparable to Affordable Rent in some respects, for Build to Rent purpose built private rental schemes

- Affordable rent is unlikely to be affordable to the lowest quartile of incomes unless in receipt of Housing Benefit / Universal Credit Housing Element.

In York, with its expensive private rentals market, a rent level set at 80% of market is not likely to be genuinely affordable. and any social landlord in York using Affordable Rent would need to utilise a lower percentage of market rent.

This is shown in the table below using recent market evidence, and a reference household earnings amount of £41,606, **reference income**: this is 1.5x the 2025 Lower Quartile full-time earnings for the City, of £27,737 as provided by the Office of National Statistics (using the Work Geography measure to represent lower paid employment in the City)[13]. A typical affordability benchmark is that housing cost below 30% or 35% of gross earnings.

A review of individual Rightmove lettings carried out recurrently and last updated during October 2024, provided evidence for the typical advertised market rent average for the York area. Lower end market rents for 3-bed properties were identified between £1,095/month and £1,400/month, or from 32% to 41% of reference income. Of relevant for new build develop rent setting however, new build examples range from £1,650/month to £1,990/month (48%-58% of reference income).



[13] https://www.ons.gov.uk/employmentandlabourmarket/peopleinwork/earningsandworkinghours/datasets/placeofworkbylocalauthorityashetable7

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| Property / rent type: advertised rents in York | Average rent | % of reference household earnings | Comments |
|---|---|---|---|
| 3 bed average private rent property in York @ **100% of advertised market price**<br>Source: home.co.uk average advertised rent, March 2025 | £1,812/month | 53% | Most Affordable Rent homes will be new build. This may be higher still albeit there is significant variability within the whole-market advertised average.<br>The dataset of new build only private rent properties in the City is too small to provide a meaningful reference point. |
| 3 bed @ **80% of market price** | £1,450/month | 42% | Maximum permitted within tenure type however this is not recommended for the City of York. |
| 3 bed @ **65% of market price** | £1,178/month | 34% | Approximately double equivalent social rent, but potentially affordable for lower income working households in many circumstances |
| 3 bed @ **45% of market price** | £815/month | 24% | Likely to achieve sustainable affordability for higher value properties |
| City of York **Local Housing Allowance** (LHA) for a 3 bed property[14] | £824.99/month | 24% | Local Housing Allowance is here for comparison only as 'Affordable Rent' homes are still a form of social housing. |

[14] https://www.york.gov.uk/LHARates

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## A3 Affordable Rent: evidence review summary

Affordable Rent within the City of York may be considered against three affordability thresholds, dependent on the property type and its individual valuation, as this can vary significantly between properties and schemes.

- 65% of typical market rent: risk of unaffordability, in particular for higher market value homes
- 45% of typical market rent: reduced potential for unaffordability
- Local Housing Allowance currently at 46% of typical market rent: wider affordability, and significantly below 35% of Reference Income

## A3 Reference Income table by bedroom need as at February 2025

| Bedroom need | Example lower income house type | Reference income (RI) | Monthly Rent: 35% of RI | Monthly Rent: LHA |
|---|---|---|---|---|
| 1-bed | Single full-time Lower Quartile earnings | £27,737 | £809 | **£674.99** |
| 2-bed | 1.25 full-time Lower Quartile earnings | £34,671 | £1,011 | **£775.02** |
| 3-bed | 1.5x full-time Lower Quartile earnings | £41,606 | £1,213 | **£824.99** |
| 4-bed | 2x full-time Lower Quartile earnings | £55,474 | £1,618 | **£1,199.98** |

Source: ONS Work based geography, annual full-time income for York
https://www.ons.gov.uk/employmentandlabourmarket/peopleinwork/earningsandworkinghours/datasets/placeofworkbylocalauthorityashetable7

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## Appendix B: Refusal Grounds for Mutual Exchange

| Number in Act | Ground for refusing consent to the exchange[15] |
|---|---|
| 1 | When any rent lawfully due from a tenant under one of the existing tenancies has not been paid. |
| 2 | When an obligation under one of the existing tenancies has been broken or not performed. |
| 3 | A court order for possession or a suspended possession order has been made for either property. |
| 4 & 5 | The landlord has served a notice of seeking possession and the notice is still in force, or possession proceedings have commenced |
| 6 | An injunction order under section 153 of the Housing Act 1996 or an anti-social behaviour order or a Demotion Order or a possession order under Ground 2 for secure tenancies or Ground 14 for assured tenancies is in force or an application for one of those is pending either against the tenant, the proposed assignee or a person who resides with either of them. |
| 7 | The property is substantially larger than is reasonably needed by the proposed assignee. |
| 8 | The property is not reasonably suitable to the needs of the proposed assignee and their household. |
| 9 | The property is part of or close to a building that is held for non-housing purposes, or it is situated in a cemetery and was let in connection with employment with the landlord or with a local authority, a new town corporation, housing action trust, an urban development corporation, or the governors of a grant-aided school. |
| 10 | The landlord is a charity and the proposed assignee's occupation of the property would conflict with the objects of the charity. |
| 11 | The property has been substantially adapted for occupation by a physically disabled person, and if the assignment went ahead a physically disabled person would not be living there. |
| 12 | The landlord lets properties to people in difficult circumstances (other than merely financial circumstances) and the proposed assignee would not fulfil these criteria. |
| 13 | The property is let to people with special needs and there is a social service or special facility nearby to the properties to assist |

[15] https://www.legislation.gov.uk/ukpga/2011/20/schedule/14/enacted

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| Number in Act | Ground for refusing consent to the exchange[15] |
|---|---|
| | people with those special needs, and if the assignment was to go ahead no person with those special needs would be living there. |
| 14 | The dwelling is the subject of a management agreement where the manager is a housing association of which at least half the members are tenants subject to the agreement and at least half of the tenants of the dwellings are members of the association, and also that the proposed assignee is not such a member nor is willing to become one. |

| | |
|---|---|
| **Meeting:** | Combined Executive Member Decision Session |
| **Meeting date:** | 27 January 2026 |
| **Report of:** | Pauline Stuchfield, Director of Housing and Communities |
| **Portfolio of:** | Councillor Pavlovic - Executive Member for Housing, Planning and Safer Communities |

# **Decision Report:** Approval of Revised Anti-Social Behaviour Policy – City of York Council Housing

## Subject of Report

1. Approval is sought for the adoption of a revised Anti-Social Behaviour (ASB) Policy, contained in Annex A.

2. This is an important policy for several reasons:

- **Regulatory Compliance**: the policy is required as part of our statutory duties under the Anti-social Behaviour, Crime and Policing Act 2014.

- **Tenant Safety and Wellbeing:** anti-social behaviour has a significant impact on the safety and well-being of our tenants, so it is important that we have a clear policy in place.

## Benefits and Challenges

3. The revised policy document contains no major changes to policy, but the language and terminology have been updated to make it clearer to read

4. The policy also includes new sections which make it more comprehensive:

- New section on Domestic Abuse and on Tackling Hate, both of which have new policies
- Reference to the Good Neighbourhood Management process
- New section on roles and responsibilities
- New section on informal and formal remedies
- Section on what happens after a tenant has reported ASB
- Updated section on Multi Agency working
- Updated section on ASB case review (formally known as the Community Trigger)

## Policy Basis for Decision

5. Provision of good quality housing in mixed and sustainable neighbourhoods to meet the range of needs across the City's residents is recognised as central to the Council Plan 2023-27 as part of Core Commitments, Affordability and Health and Wellbeing, and to the vision of "One City, for all".

6. The council's Housing Charter vision of One Team, Healthy Homes, Better Lives and principles including "We Think Forward, We Think Together and We Think You" are embedded within the approach taken in this policy.

## Financial Strategy Implications

7. This report has no direct financial implications.

## Recommendation and Reasons

8. The Executive Member is recommended to approve the revised Anti-Social Behaviour Policy for Council Housing in York.

9. Reason: To meet statutory requirements and the revisions ensure clearer language and terminology is used and is more comprehensive.

## Background

10. This policy was last reviewed over 10 years ago when the partnership Community Safety Hub was first launched between the council (including Housing Enforcement) and North Yorkshire Police. Local authorities and housing associations are required, under section 218A of the Housing Act 1996, to publish ASB policies and procedures so that tenants and members of the public can be informed about the measures landlords will use to address ASB issues in relation to their stock.

11. Since this time there have been a number of changes which should be reflected in the ASB Policy:

    - New policies on Tackling Hate and Domestic Abuse have been introduced.

    - Good Neighbourhood Management process introduced.

    - Changes in Multi Agency working.

## Consultation Analysis

12. The Policy was reviewed by an external policy adviser, who advised that only minor updates were required to bring it up to date and confirmed that a full review was not necessary.

13. The policy was shared with Tenants Voice, our tenant feedback group, and their constructive input has informed several improvements. Amendments include creating a summary version of the policy (for ease of reference, while retaining the full policy for staff training), broadening the definition of Hate beyond the criminal threshold in line with Stop Hate York Partnership guidance, providing clearer details on partnership working and when it applies, and refining language throughout to improve readability.

## Options Analysis and Evidential Basis

14. Option 1 Approve the revised policy. This is the recommended option.

15. Option 2 Reject the revised policy and retain the existing policy. This option is not recommended as it the existing policy is out of date and has less clear language and terminology.

## Organisational Impact and Implications

16. ***Financial****,* There are no direct financial implications. The new policy does not require any additional staff and that the training requirements can be met from the existing budgets.

17. ***Human Resources (HR)****,*
Awareness training for council staff on changes to the policy, its use and responsibilities will need to be developed with budget provision identified. There are no other HR implications contained within this report*.*

18. ***Legal****, contact: Head of Legal Services.*
Section 218A of the Housing Act 1996, inserted by the Anti-social Behaviour Act 2003, mandates that social landlords (including local authorities, housing action trusts, registered providers) must create, review, and publish clear policies and procedures for tackling anti-social behaviour in their housing, making summaries available to the public to ensure tenants know how their complaints will be handled.

19. Per the Scheme of Delegation set out within Appendix 1 of the Council's Constitution, any decisions pertaining to the policies which form part of the Council's Policy Framework are reserved to Full Council. Regarding the Anti-Social Behaviour Policy, said policy is not among those which form part of the Policy Framework.

20. The Local Government Act 2000 delegates most functions to the Executive, including (but not limited to) policy formulation within and across services and Agreeing detailed policy implementation criteria, with the exception of decision relating to those policies which form part of the "Policy Framework", which are delegated to Full Council.

21. However, individual Executive Members may make any decision relating to the functions within their portfolios with the exception of:

22. Key decisions as defined in the Council's Constitution;

23. Decisions which in the opinion of the Executive Member significantly cut across more than one portfolio, in which case the Leader of the Council determines how the decision is to be taken;

24. Other decisions which the Leader of the Council determines should be made collectively by the Executive.

25. In Legal's view, (a) to (c) above would not apply in this instance, so the Executive Member is authorised to make this decision in this instance.

26. ***Procurement****,.*
No implications

27. ***Health and Wellbeing****,*
Public Health support the recommended options in both these reports with particular note to the welcome inclusion of the Domestic Abuse Act

28. ***Environment and Climate action****,*
No climate change implications have been identified

29. ***Affordability****,*
Whilst this report in itself will not improve a family's financial position. The area where they live should improve where ASB action is taken.

30. ***Equalities and Human Rights****,*
*The analysis demonstrates that any adverse impacts can be mitigated and referrals to support services can be made for those that may need them.*

31. ***Data Protection and Privacy,***
The data protection impact assessment (DPIAs) screening questions were completed for the recommendations and options in this report and as there is no personal, special categories or criminal offence data being processed to set these out, there is no requirement to complete a DPIA at this time. However, this will be reviewed following the approved recommendations and options from this report and a DPIA completed if required.

32. ***Communications****,*
Communications around this issue will be incorporated into the ongoing tenants' engagement work delivered by the council.

*33.* ***Economy****,*
*contact**:** Head of City Development.*

## Risks and Mitigations

34. Failure to approve and implement the revised Anti-Social Behaviour (ASB) Policy would present risks to the Council, including:

35. Non-compliance with statutory responsibilities: The Council has a legal duty to address ASB under housing and community safety legislation. Without a clear policy, we risk breaching these obligations, which could lead to regulatory scrutiny and reputational damage.

36. Lack of enforceable standards: The policy sets out expected standards of behaviour for tenants and provides a framework for taking proportionate action when these standards are not met. Without this, ASB could be perceived as acceptable on Council-managed properties.

37. Impact on communities: Absence of a robust policy could result in increased incidents of nuisance, harassment, and criminal behaviour, creating fear among residents and undermining community cohesion.

38. Financial and operational consequences: Unchecked ASB often leads to property damage, higher repair costs, and increased tenancy turnover, placing additional strain on budgets and resources.

## Wards Impacted

39. All

# Contact details

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

## Author

| | |
|---|---|
| **Name:** | Fiona Brown |
| **Job Title:** | Head of Strategy and Performance (Interim) |
| **Service Area:** | Housing and Communities |
| **Report approved:** | Yes |
| **Date:** | 16/01/2026 |

## Co-author

| | |
|---|---|
| **Name:** | Pauline Stuchfield |
| **Job Title:** | Director of Housing and Communities |
| **Service Area:** | Housing and Communities |

## Background papers

None.

## Annexes

- Annex A: Tackling anti-social behaviour statement of policy (revised version)

- Annex B: Equalities Impact Assessment (EIA)

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**ANNEX A**

# Tackling antisocial behaviour statement of policy

Housing Services City of York Council
Date:
Version: 2.0

| **Current Document Status** | | | |
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## 1. Background

The Anti-Social Behaviour Act 2003 inserted a new section into the Housing Act 1996 – s218A. Subsection (2) requires a social landlord (SL) to publish policies and procedures relating to Anti-Social Behaviour (ASB).

Under the Neighbourhood and Community Standard, The Regulator of Social Housing (RSH) requires all registered providers to publish a policy setting out how, in consultation with their tenants, they will maintain and improve the neighbourhoods associated with their homes. Registered suppliers are required to publish a policy on how they work with relevant partners to prevent and tackle ASB.

## 2. Key Policy Aims

The key aim of City of York Council's Anti-Social Behaviour Policy and associated procedures is to ensure that the council, acting in its landlord capacity, applies correct and appropriate working practices to the task of tackling ASB in York.

In working towards this aim, the council recognises the need to inform tenants and leaseholders of the City of York of its policy, and of the need to involve the communities in developing effective ways to tackle ASB.

## 3. Key Policy Principles

- City of York Council adopts a harm-centred approach within our ASB case management processes, considering the impact that the behaviour is having when making key decisions such as how to define/categorise a report and the most proportionate response

- We aim to be open and transparent with residents about how we will manage their ASB report, keeping them regularly updated and ensuring that any limitations to our response are clearly explained

- We triage and assess all reports to ensure that they meet our definition of ASB, or whether they are more suited to a different response

- We have processes in place to identify and mitigate risk and vulnerability of parties involved in an ASB case and will make necessary referrals where required

- We work in partnership with relevant agencies such as the Police, the Neighbourhood Enforcement Team, Adult and Children Services and Support agencies in looking to prevent anti-social activity from developing and ensure the most informed and appropriate response is taken in a case

- We consider the full range of tools and powers available to us, including those which our partners can use, to identify the best solution and focus on using prevention, early informal intervention, and warnings whenever possible to avoid ASB escalating

- We will seek the active co-operation and participation of the alleged perpetrator in resolving the issue, and will work with them, their legal or other representatives in the interests of resolving the problem

- We seek to empower residents by working with them to give them tools to deal with neighbour disputes and support them in playing a part in creating harmonious and safe communities

## 4. Legal and Regulatory Framework

The following pieces of legislation and guidance have been considered when producing this policy:

- Environmental Act 1995 & Environmental Protection Act 1990
- Social Housing (Regulation) Act 2023
- Noise Act 1996
- Data Protection Act 2018
- The Protection from Harassment Act 1997
- Crime and Disorder Act 1998
- Human Rights Act 1998
- Freedom of Information Act 2000
- Criminal Justice and Police Act 2001
- Police Reform Act 2002
- Anti-Social Behaviour Act 2003
- Children’s Act 2004
- Housing Act 1985, 1996 & 2004
- Safeguarding Vulnerable Groups Act 2006
- Equality Act 2010
- Anti-Social Behaviour Act 2003 and Police Reform and Social Responsibility Act 2011

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- ASB, Crime and Policing Act 2014.
- Misuse of Drugs Act 1971
- Domestic Abuse Act 2021

## 5. What Do We Mean By Anti-Social Behaviour?

For the purpose of this document, City of York Council uses the definition of ASB found in Part 1 of the ASB Act 2014 which states ASB is:

(a) conduct that has caused, or is likely to cause, harassment, alarm or distress to any person,

(b) conduct capable of causing nuisance or annoyance to a person in relation to that person's occupation of residential premises, **or**

(c) conduct capable of causing housing-related nuisance or annoyance to any person

City of York Council, when assessing reports of ASB will consider the above definition but will also consider whether the behaviour is reasonable. When deciding what is reasonable behaviour, we will consider the time, duration and frequency of the behaviour and whether it was intentional.

Where behaviour does not meet the threshold and is considered reasonable, but it still has a detrimental impact on neighbours, staff will apply the Good Neighbourhood Management process, for more information about this see our web page https://www.york.gov.uk/AntisocialBehaviour

City of York Council Housing Service will not tolerate any form of ASB In general, it recognises its duty as a landlord to provide safe and secure homes for its tenants and licensees, and, where appropriate, to provide additional support to vulnerable residents needing assistance with independent living.

In considering action on ASB, the Housing Service will act within the contractual obligations of the Tenancy Agreement and Temporary License Agreement. It will take action to prevent ASB that comes from, or which affects areas where there are council homes. The authority will work with the community, and with statutory agencies such as the Police and Adult and Children's Services and voluntary agencies such as

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Victim Support, Age Concern and other support agencies to tackle anti-social activity at the earliest possible stage.

At all times, the Housing Service will recognise the rights of the individual and family to the privacy of their home. However, if there is evidence of ASB by tenants, licensees, their families or their visitors, the authority must balance these rights with those of neighbours and the wider community to enjoy their homes and neighbourhoods in peace.

## 6. Examples of behaviour which is considered Anti-Social include:

### Noise Nuisance

All households will create noise associated with people going about their daily life. City of York council will expect neighbours to tolerate reasonable levels of noise, and, in most cases, to resolve minor disputes over noise levels by discussion with the neighbour responsible.

City of York Council will consider the nature of noise nuisance in deciding whether to use its landlord or other statutory powers to tackle the problem.

Typical examples of noise nuisance include loud parties, shouting, dogs barking, excessive noise from television, radio or music and car and house burglar alarms waking neighbours.

In cases where noise nuisance cannot be resolved via negotiation with parties concerned, the Neighbourhood Enforcement Team will consider legal action if necessary. They will be able to use recording equipment to measure the level of noise and decide whether it is a Statutory Noise Nuisance and they can service an abatement notice.

In cases where evidence suggests that noise nuisance is serious, persistent and targeted, the council may undertake concurrent prosecutions with the Neighbourhood Enforcement Officers and will seek to evict the most serious perpetrators from their home.

### Intimidation and Harassment

This aspect of anti-social activity is the act of systematic and/or continued unwanted and hostile actions of one party or a group, including threats and demands.

This type of behaviour can be persistent, and targeted, and can have a very damaging effect upon family and home life for victims.

It can include verbal threats to people and to their property, bullying, hate mail, telephone nuisance, intrusion upon a victim's premises and disrespect for their privacy.

**Environmental Issues**
These activities are those affecting the quality of the local environment, such as fly tipping, litter and graffiti.

**Aggressive and Threatening Language and Behaviour**
This is linked to behaviours described earlier (intimidation and harassment) but may also refer to anti-social activity, which is not specifically targeted at an individual or family.

The behaviour may include verbal and/or physical attacks on neighbours, members of the community, between family members where others such as neighbours are affected, or those working in the area.

**Hate Behaviour**
The legal definition of a **hate crime** is any crime which is perceived by the victim or anyone else, to be motivated by a hostility or prejudice towards someone because of:

- Disability
- Transgender identity
- Race or ethnic origin
- Religion or belief including lack of belief/religion
- Sexual orientation
- It can be against an individual or their property

**Hate crimes can be, but are not limited to:**

- A physical attack like hitting and assault
- Verbal abuse or insults including name calling or offensive jokes
- Offensive graffiti
- Spitting, insulting gestures
- Neighbourhood disputes
- Threats, harassment or intimidation
- Unfounded malicious complaints

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- People doing things that frighten, intimidate or distress others
- Offensive letters, posters, emails, texts, phone calls, social media messages, photographs and videos
- Damage to property or belongings, arson and vandalism
- Dumping rubbish outside homes or through letter boxes
- Bullying at work, at school or college or university
- Befriending vulnerable people to take advantage of, exploit and or abuse them – often referred to as ‘mate crime’

In addition, North Yorkshire Police do locally record misogyny and crimes against sex workers as additional strands of hate.

North Yorkshire Police do not record age as a strand but they are able to monitor it. If it is believed that age is a motivating factor in the commission of a criminal offence then this can be highlighted to the CPS as an aggravating factor, increasing the seriousness of a crime. Whilst there is no specific criminal legislation relating to older people as victims, sentencing guidelines require courts to increase the sentence for offences against older people who have been targeted because of their age-related vulnerability.

City of York Council is committed to tackling hate crime, by working in partnership, sharing best practice, and ensuring our staff respond to this issue in a co-ordinated and consistent way.

We will deal with hate crime and racial incidents under the serious/high-risk category in our Anti-social behaviour policy and procedure and will respond to a report within 24 hours during working hours.

We will consider similar tools for dealing with hate incidents as Anti-social behaviour incidents but may also consider more urgent measures in certain cases, taking proportionate action based on the level of harm caused and the seriousness of the incidents.

We will deal with any repairs which are needed because of hate crime and racial incidents as an emergency (within 24 hours); and we will remove offensive graffiti within 24 hours; We may provide additional security measures to a resident’s home where necessary, in line with the completed risk and vulnerability assessment and action plan.

**ANNEX A**

**Domestic Abuse**
This policy uses an abridged version of the definition of domestic abuse provided by the Domestic Abuse Act 2021 which can be found at https://www.legislation.gov.uk/ukpga/2021/17/contents/enacted

- Behaviour of a person ("A") towards another person ("B") is "domestic abuse" if "A" and "B" are each aged 16 or over and are "personally connected" to each other , and

- the behaviour is abusive. Behaviour is "abusive" if it consists of any of the following:

    - Physical or sexual abuse
    - Violent or threatening behaviour
    - Controlling or coercive behaviour
    - Economic abuse
    - Psychological, emotional, or other abuse

It does not matter whether the behaviour is a single incident or a course of actions: behaviour of this kind is domestic abuse. Domestic abuse includes 'Honour Based Violence'

City of York Council will hold perpetrators to account for their behaviour in various ways. This may include the right to take enforcement action against City of York tenants, using the powers available under the Housing Act, up to and including recovering possession of a property, for domestic abuse related offences.

If taking any action against perpetrator/s, we will prioritise the safety and wishes of their victim/s and ensure that their wishes and housing needs are considered.

Reports of Domestic Abuse will receive a response within 24 hours during working hours.

Further information on City of York Councils policy on Domestic abuse can be found at
https://www.york.gov.uk/DomesticAbuseResidentAndTenantPolicy

**Unlawful Activity or Conduct linked to a Council Tenancy**
This type of anti-social activity is seen in cases where council tenants use their homes to sell illegal drugs, or engage in other unlawful activities, such as harbouring stolen goods, or running a brothel.

City of York Council's Tenancy Agreement sets out specific obligations of tenants and specifies that illegal activity at a council home will be considered as a breach of tenant conditions.

## 7. Resident Involvement

Creating safe and harmonious communities relies on us all playing a part. This policy sets out the role that we will take in managing cases of ASB, but we also require support from residents to be able to successfully resolve cases.

We encourage our residents to try and prevent ASB from occurring in the first place, including being mindful of the impact that their behaviour may have on others, to listen where people may raise concerns and to be willing to make reasonable changes to their behaviour if it helps others.

All our tenants have either a secure or an introductory tenancy agreement which outlines what is expected in terms of ASB and criminality. Each agreement includes terms around the tenant (and their household members and visitors) not causing ASB or criminal behaviour in the locality of their home. We ask tenants to ensure they are aware of these obligations and abide by them, to avoid action being taken for breach of tenancy agreement.

We also ask residents to be part of managing and resolving ASB incidents they report to us. We do so in a way which is safe and appropriate, based on the circumstances of the particular case, but may include asking residents to report incidents to other agencies, to keep records or to provide evidence to support any action being taken against the tenancy. It is very important for a judge to see the impact that any Antisocial behaviour has on complainants and records such as diary sheets or emails are an effective way to show this.

## 8. Licence Holders/Licensed Occupiers/Private Residents

City of York Council's temporary accommodation team will act quickly when complaints are received and will look to address the anti-social behaviour to avoid eviction or displacement of other licensees affected by the activity.

City of York Council's Housing service deal with complaints of ASB about council tenancies and leaseholders.

**ANNEX A**

Complaints about private residents would be dealt with by the Community Safety Hub. You can contact them at paul.morrison@york.gov.uk

Where the perpetrator is not linked to one of our properties but causes problems to our residents and/or staff, we will work with our partners such as the Police, Private Landlords or other Registered Providers to determine what action is most appropriate and who should lead on the case

## 9. Roles and Responsibilities

| **Position** | Responsibility |
|---|---|
| **Director of Housing and Communities**<br>**Assistant Director of Housing**<br>**Head of Housing**<br>**Head of Community Safety** | Responsible for the **implementation** of this policy. |
| **Housing Management Service Manager**<br>**Neighbourhood Safety Manager**<br><br>**Housing Team Leader**<br>**Neighbourhood Enforcement Manager** | Work together to **deliver** the Policy |
| **Housing Management Officer** | Is the 'Lead Role' when managing ASB at the **informal stage** when it involves a council resident. |
| **ASB Officer** | Is the 'Lead Role' when managing ASB at the **formal stage** |
| **Neighbourhood Enforcement Officer** | Responsible for taking action on some aspects of nuisance and environmental ASB |

## 10. The Community Safety Hub

The Community Safety Hub is part of the Safer York Partnership. It is a multi-disciplinary team which includes Neighbourhood Enforcement Officers, Anti-Social Behaviour Officers and North Yorkshire Police (NYP) officers who work together from one location.

The Community Safety Hub meets daily with representatives from the Neighbourhood Policing Team to discuss issues that have arisen within the last 24 hours. There is also a fortnightly Early Intervention and

Prevention Meeting which discusses individuals involved in or at risk of being drawn into county line drug dealing. It has a core group consisting of representatives from the Hub, Housing, Children's Services and Legal Services. Other agencies are invited when appropriate.

The Community Safety Hub and Housing have a service level agreement and meet every 6 months as a minimum to review this.

## 11. Multi Agency working

City of York Council's approach also recognises that to deal effectively with often sensitive and complex ASB issues, and where the protection of staff or members of the public are a key concern, we have to work together with other agencies such as the police, adult and children services and other support services. We do this in a number of ways such as:

**Hot Spot Meetings** – Where areas are being raised as concerns at any of our regular meetings, then the Hub will establish a task and finish meeting, called a Hot Spot Meeting to pull all the individual agencies together to complete a specific action plan to address the issues raised. Examples of issues that could lead to hot spot meetings being established include, youth issues, concentration of drug dealing and vandalism.

**Community Harm meeting** – Every 4 weeks, all Officers working across the areas of West, East, North and City meet to discuss cases of concern. Those attending include, Housing Neighbourhood Police Team, the Hub, Local Area Co-Ordinators, Adult Social Care and Housing Associations.

**The Serious Organised Crime meetings** – held every month and are attended by the Police, Housing Management, Housing Navigators, Adult Social Care, Children's Services, the Local Area Coordinators, the Neighbourhood Enforcement Team, the Anti-Social Behaviour Team and Legal services.

**Daily Operational Tasking Meetings** – these are meetings between the police and the Community Safety Hub.

**Mental Health and Housing** – Each month Officers from City of York Council and Tees, Esk and Wear Valley (TEWV), who deliver the local mental health provision, meet to discuss people that are in need of move

on accommodation from hospital or other similar setting' where enforcement action is being considered, or where issues are difficult for one agency to resolve on their own, and these individuals are reviewed over the following months to ensure successful outcomes.

Officers may also consider that they need to call Multi Agency meetings on an ad hoc basis. Examples of scenarios which might give rise to a Housing Management Officer or police constable calling a Multi agency meeting include:

- Occupiers having to flee rented homes because of alleged threats or attacks on person or property

- Release of a known, potentially dangerous offender, and proposed placement within the community (for example a mentally ill offender or potentially dangerous offender presenting a known risk to the public)

- Reports that give rise to concerns for child protection arising from allegations of neglect or abuse by parents, guardians, and carers or by other children. These meetings can also be referred to as 'planning' meetings.

City of York Council will call these meetings at the earliest possible opportunity and make all reasonable efforts to work with other statutory and possibly voluntary agencies, in minimising the risk to the public. Equally, Housing Services will attend Multi Agency Meetings, or other meetings directed towards minimisation of personal risk to members of the York community arising out of identified risk scenarios.

Where ASB arises from the behaviour of the tenant or licensee's children and not the tenant themselves, Housing Services will work with key partner organisations in developing specific action plans to alleviate the anti-social behaviour of the children, and the resultant effect the behaviour has upon neighbours and the wider community.

In particular, Housing Services recognises that it must also act in the corporate role as 'parent' to children who are looked after by the authority, and its policy in these cases will be to work with City of York Children's Services to develop the action plan to minimise the risk of home loss for the family concerned.

**ANNEX A**

## 12. Receiving and dealing with reports of Anti-Social Behaviour

Tenants and Leaseholders can report ASB and Hate incidents to their Housing Management Officer (HMO) via the Customer Portal, email, letter or phone. The officer will then contact the complainant within 3 working days, unless the case is of an urgent nature (Hate incidents and Domestic Abuse incidents will receive a response within 24 hours where it is a working day).

An ASB risk assessment will be completed which will assist in determining the risk, nature, duration, frequency of the incidents, the impact and what support is in place.

If there are more incidents, a case will be created and an action plan agreed with the complainant.

The HMO will contact the alleged perpetrator and implement appropriate action to resolve the problem. This may involve working with other agencies.

If a perpetrator is a person with a mental health issue, physical disability, substance misuse, or any other needs the City of York Council will be sensitive to their needs, ensure that any referrals for support are made and take this into account when deciding what action will be taken.

If the support to a perpetrator does not make a difference, or if they are failing to co-operate with the individual or agency concerned, and the ASB continues then you should contact your HMO. They will seek further legal advice and, if necessary, legal action will be taken.

All incidents and cases are recorded on the Open Housing system and all cases reviewed every month with the Housing Team Leader.

The HMO will keep both parties up to date at an agreed frequency but normally every fortnight. It may be that there is action being taken that cannot be shared but HMO’s will update complainants as much as possible.

Cases will be closed after discussion with the complainant and the Housing Team Leader, if matters are resolved.

If the ASB persists then the case may be referred to the Community Safety Hub who will assign the case to an Antisocial Behaviour Officer ,

within 5 working days, who will take more formal action. The Antisocial Behaviour Officer will contact complainants within 3 working days. The HMO will carry out an assessment of proportionality before a case is referred over.

**Alternative ways of reporting Hate Crime**
Hate incidents can feel like crimes to those who suffer them and often escalate to crimes or tensions in a community. For this reason, the police are concerned about such incidents, and you can report non-crime hate incidents by emailing info@saferyorkpartnership.co.uk. The Police can only prosecute when the law is broken but can work with partners from other agencies to try and prevent any escalation in seriousness.

The Stop Hate UK helpline is available on 0800 138 1625 and is staffed by trained operators 24 hours a day. An online chat service is also available on https://www.stophateuk.org

Hate crime can now also be reported online through the Supporting Victims website, or using the link below; https://www.supportingvictims.org/advice/i-or-someone-i-know-is-experiencing-personal-abuse/ or use the information in Appendix 1

## 13. Remedies for dealing with Anti-Social Behaviour

### Informal remedies

There are a number of informal remedies that can be used to resolve ASB:

- **Personal Resolution -** Where the anti-social behaviour is low-level and there are no threats of violence or much animosity, the complainant may be able to resolve the matter by talking to the other person. This can stop matters getting worse, as when landlords become involved it can make the situation more formal and cause resentment

- **Mediation** - Mediation can be an effective tool for solving issues by bringing all the parties to the table. It enables the parties to work together to find a solution themselves rather than have it imposed by a third party

- **Home visits** – HMOs visit alleged perpetrators to discuss their behaviour. They will discuss any actions that can be taken or support required by the alleged perpetrator and the officers involved to resolve the complaint. These visits may also include other agencies such as the Police, Support agencies and Local Area Coordinators. They can gather evidence, and such visits can be helpful in resolving issues at an early stage

- **Informal warnings** - A warning advises a person what behaviour is causing the issue, what effect this is having on the victim or community, and the consequences of further incidents

- **Acceptable Behaviour Contracts** - An Acceptable Behaviour Contract is a written agreement between the perpetrator and the Council stating what actions or behaviours the perpetrator agrees to, and states the consequences if they do not comply

- **Warning Notices** – These are written warnings served before legal action begins, warning that there has been a breach of tenancy and that further incidents may result in more formal action

- **Statement of Intents** - This is an agreement where the tenant accepts that there has been an issue, and they commit to it not happening again.

**Formal remedies**

Where the ASB becomes more serious there are more formal tools that often involve legal action that the HMO and the Community Safety Hub can use. Although the council can begin legal action the process can be long and the judge will have the final decision and will take all factors into account including the vulnerability of all parties. Cases are heard in the county court and complainants may be asked to give evidence. Formal tools are:

- **Possession action against the tenancy** - In possession proceedings for Council tenancies a Judge can make the following possession orders:

- A full possession order requiring the tenant to leave the property usually within 14 days or in exceptional circumstances up to 6 weeks; **or**

- A suspended possession order which allows the tenant to remain in their home if they behave in accordance with the Order. If they breach the Order the Council can take action to evict them

- **Eviction -** When the Council have obtained a full Possession Order and the tenant remains in the property the Council can evict the tenant from their home by obtaining a Warrant of Eviction. The warrant is carried out by court bailiffs who have the power to remove the residents and their belongings from their home

- **Extending an Introductory Tenancy -** An Introductory Tenancy is given to new tenants and usually lasts for 12 months. After this period the tenant will become a secure tenant if there has been no legal action. However, it can be extended beyond one year for a further six months for a breach of the tenancy agreement. To do this, the City of York Council must serve a notice on the tenant and carry out a review if the tenant requests one

- **Injunctions** - Civil Injunctions are Court Orders that can be obtained quickly to stop or prevent individuals engaging in anti-social behaviour. The Order contains details of what the individual is not allowed to do and can also include what they must do to get them to address underlying causes of anti-social behaviour. They can be granted against anyone aged 10 years or older. The Court can attach a power of arrest to the injunction where there have been threats of violence, actual violence, or significant risk of harm to others.

  Breach of the injunction is contempt of court and can lead to a fine or imprisonment

- **Undertakings -** An Undertaking is a promise given in court proceedings by the Perpetrator agreeing not to act in an anti-social manner

- **Premises Closure Orders** - The Council can apply to the courts to quickly close any premises which are being used, or likely to be used, to commit nuisance or disorder e.g. drug dealing and prostitution. A Closure Notice can close premises for up to 48 hours. This can be followed up with a Closure Order that can close a premise for 6 months. Breach of the Closure Notice or Order is a criminal offence carrying a penalty of a fine and/or imprisonment

- **Criminal Behaviour Order** - A Criminal Behaviour Order is issued by the Criminal Court against a person who has been convicted of any criminal offence to tackle the most persistently anti-social individuals who are also engaged in criminal activity. The Council can ask the Criminal Prosecution Service to make an Order. The Order will describe details of what they are not allowed to do and can also include what they are required to do. They can be granted against anyone 10 years or older. Breach of a Criminal Behaviour Order is a criminal offence and can be punished by up to 5 years imprisonment or a fine or both

- **Public Spaces Protection Orders** – These are intended to stop individuals or groups committing anti-social behaviour in public space. They impose conditions on use of an area which apply to everyone e.g. not to drink alcohol, or to keep dogs on a lead in that area

  If a person breaches a Public Spaces Protection Order they can receive a Fixed Penalty Notice up to £100 or up to a £1,000 fine.

- **Community Protection Notice** - A Community Protection Notice (CPN) is a formal written notice issued to the perpetrator informing them of the problem behaviour, requesting them to stop things, do things or take reasonable steps to avoid further anti-social behaviour. The purpose of the Notice is to deal with particular, ongoing problems or nuisances which negatively affect the community's quality of life by targeting those responsible e.g. graffiti, rubbish and noise. Breaching the Community Protection Notice is a criminal offence and punishable by a fixed penalty notice up to £100 or up to £2,500.

## 14. Support for complainants, victims and perpetrators

City of York council house many vulnerable people, are committed to providing support to those affected by ASB and will do so in the following ways:

- recording of reports
- keeping those involved informed, as far as possible whilst ensuring confidentiality is maintained.
- home visits or office interviews if more appropriate

- referral to appropriate support services with consent, and supporting self referral
- Collection of evidence by installing equipment such as noise monitoring equipment
- liaison with relatives, friends or advocates of victims, for example where an elderly or frail neighbour is finding it difficult to maintain evidence gathering and needs additional support
- protection of confidentiality
- improving safety measures for the victim or the victim's home
- working with other agencies
- transport for witnesses to and from court
- remuneration for loss of earnings for witnesses

## 15. Local information sharing protocols, data protection and the Freedom of Information Act

City Of York Council will always ensure it has a lawful basis to share information with other housing providers in York that complies with data protection legislation requirements and the Information Commissioner's Office (ICO) guidance and code of practice. This can be seen on the ICO website. You can find more details about how the council uses personal information at Our Privacy Notice – City of York Council

## 16. Training of Housing Staff

Relevant City of York Council staff will receive awareness training in our policies and procedures for tackling ASB, though the degree and complexity of this training will largely depend upon the nature of the job they do. Front line staff who deal directly with customers reporting anti-social incidents will receive more detailed training, as will staff whose job it is to liaise with complainants, witnesses and with perpetrators.

City of York Council must, at all times, seek to protect Housing staff from harm, abuse or harassment from perpetrators of ASB, whilst those staff are going about their daily job.

City of York Council hold an incident recording system called BeSafe where staff can report any incidents with tenants or other members of the public where they may have felt threatened.

City of York Council will give active consideration to seeking police action towards criminal prosecution of any member of the public who threatens, assaults or harasses Housing staff going about their job.

## 17. ASB case review

The ASB case review, is a statutory provision introduced in the Anti-Social Behaviour, Crime and Policing Act 2014. It is a safety net for victims of ASB.

It is the victim's right to request a review of their case if they feel that no effective action has been taken to resolve it. The case review is not about apportioning blame. Its focus is on problem solving the case, utilising the expertise of partner agencies, to identify a resolution.

The Case review confers responsibilities on relevant bodies including the local authority, police, and registered providers of housing to manage and participate in the ASB case review process

**Qualifying Complaints and Thresholds**
To activate the ASB case review, the victim must meet a threshold. This is:

The victim has reported three separate incidents (Qualifying Complaints) to either the council, police, or registered provider of housing within the preceding 6-month period and feels no effective action has been taken to resolve the ASB, **or**

The victim has reported one hate incident or crime motivated by hate (due to race, religion, disability, sexual orientation, or transgender identity) in the last six months and no effective action has been taken to resolve the matter, or

A senior manager within the authority decides that an ASB case review is necessary to safeguard a vulnerable victim of anti-social behaviour. An incident must be a 'Qualifying Complaint'. A Qualifying Complaint is an incident that has been reported to either the council, police, or registered provider of housing within 30 days of it taking place. A single incident which is reported to more than one agency only constitutes as one Qualifying Complaint.

When considering an ASB case review activation request, the administering authority must have due regard for:

1. the persistence of the ASB
2. the harm or potential harm caused by the ASB
3. the adequacy of response to the ASB

Regardless of the previous actions taken in the case, if the anti-social behaviour persists, a ASB case review activation request should be accepted to determine what new or alternative actions are more likely to be effective to resolve it.

## 18. Feedback and Complaints

CYC welcomes feedback, both positive and negative in order to help improve the service offered. Where tenants are dissatisfied with the service they receive they are encouraged to use the CYC complaints process. Should a tenant wish to make a complaint then please see guidance on the CYC website at www.york.gov.uk or contact CYC using the details below:

Online Form: www.york.gov.uk/4Cs#form
Postal address: West Offices, Station Rise, York, YO1 6GA
Telephone: 01904 554145
Email: haveyoursay@york.gov.uk

## Appendix 1 – How to report hate crime card

# How to report hate crime

Directly to North Yorkshire Police

**999 IN AN EMERGENCY**

Does it feel like the situation could get heated or violent very soon? Is someone in immediate danger?
Do you need support right away? If so, please call 999 now.

If you have a hearing or speech impairment, use our textphone service 18000 or text us on 999 if you've pre-registered with the emergency SMS service.

**101 FOR NON-EMERGENCIES**

A non-emergency is where there is nobody at risk of harm or there is no risk of damage to property and the offender isn't close by and has left the scene.

**ONLINE** Report Hate Crime online at:
www.northyorkshire.police.uk/hatecrime

CALL YOUR LOCAL POLICE
101 IN AN EMERGENCY ALWAYS CALL 999

# How to report hate crime

## Third Party Reporting

**Supporting Victims North Yorkshire**
(online & telephone): 01609 643100
Monday – Friday, 9am to 5pm Online:
www.supportingvictims.org

Offers a tailored victim support service including reporting, counselling, referrals to other agencies and restorative justice.

**Community Security Trust** (CST)
(online & telephone):
Online: www.cst.org.uk
Tel: 0800 032 3263

Organisation that supports the Jewish community and takes reports of Anti-Semitism.

**True Vision** (Online only)
www.report-it.org.uk website has a lot of information for victims of hate crime.

Reports are taken and sent back to the 'host' force where the offence has taken place.

**Tell MAMA** (online & telephone):
Online www.tellmamauk.org
Tel: 0800 456 1226
SMS: 0115 707 00 07
Whatsapp: 0734 184 6086

Tell Mama is a service supporting victims and taking reports of anti-Muslim hate.

**Galop** (online & telephone):
Online: www.galop.org.uk
Tel: 020 7704 2040
Monday – Friday 10am to 4pm

The UK's LGBT+ anti-violence charity, combating hate crime, sexual violence & domestic abuse.

**Crime Stoppers** (online & telephone):
Online: www.crimestoppers-uk.org
Tel: 0800 555 111

Report hate crime anonymously

**ANNEX B**

**City of York Council**

# Equalities Impact Assessment

## Who is submitting the proposal?

| | |
|---|---|
| **Directorate:** | Housing and Communities |
| **Service Area:** | Housing |
| **Name of the proposal :** | Tackling ASB statement of policy |
| **Lead officer:** | Rachael Bassett/Fiona Brown |
| **Date assessment completed:** | 26/09/2025 |

**Names of those who contributed to the assessment:**

| Name | Job title | Organisation | Area of expertise |
|---|---|---|---|
| Rachael Bassett | Housing Services Change Manager | City of York Council | Housing |
| Fiona Brown | Business Change Manager | City of York Council | Housing |
| Imogen Kerr | Assistant Housing Policy Officer | City of York Council | Housing |

## Step 1 – Aims and intended outcomes

| | |
|---|---|
| **1.1** | **What is the purpose of the proposal?**<br>Please explain your proposal in Plain English avoiding acronyms and jargon. |
| | The key aim of City of York Council's Anti-Social Behaviour Policy and associated procedures is to ensure that the council, acting in its landlord capacity, applies correct and appropriate working practices to the task of tackling Antisocial behaviour (ASB) in York.<br><br>In working towards this aim, the council recognises the need to inform tenants and leaseholders of the City of York of its policy, and of the need to involve the communities in developing effective ways to tackle ASB.<br><br>The ASB policy also serves to outline the expectations of tenant conduct and provides framework for addressing and preventing ASB in the community. |

| **1.2** | **Are there any external considerations?** (Legislation/government directive/codes of practice etc.) |
|---|---|
| | • Environmental Act 1995 & Environmental Protection Act 1990 Domestic abuse Act 2021<br>• Social Housing (Regulation) Act 2023<br>• Noise Act 1996<br>• Data Protection Act 2018<br>• The Protection from Harassment Act 1997<br>• Crime and Disorder Act 1998<br>• Human Rights Act 1998<br>• Freedom of Information Act 2000<br>• Criminal Justice and Police Act 2001<br>• Police Reform Act 2002<br>• Anti-Social Behaviour Act 2003<br>• Children's Act 2004<br>• Housing Act 1985, 1996 & 2004<br>• Safeguarding Vulnerable Groups Act 2006<br>• Equality Act 2010<br>• Anti-Social Behaviour Act 2003 and Police Reform and Social Responsibility Act 2011<br>• ASB, Crime and Policing Act 2014<br>• Misuse of Drugs Act 1971 |

| **1.3** | **Who are the stakeholders and what are their interests?** |
|---|---|
| | The policy applies to all tenants and leaseholders but as ASB affects others the wider community will also be a stakeholder. Internal stakeholders include building services and housing management.<br><br>Other organisations such as the Police, adult and children services, voluntary support agencies, other council depts also may be involved in instances of ASB.<br><br>These services will be interested how the council expects ASB to be dealt with and prevented. |

| **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. |
|---|---|
| | The intended outcomes are:<br>• To ensure that tenants and leaseholders understand what ASB is and how it will be dealt with by the Housing team.<br>• To ensure that Housing and Council staff are aware of the procedure to deal with ASB.<br>• To ensure that any reports of ASB are dealt with in the correct, legal, transparent and fair manner. Ensuring that both the victim and perpetrator are given the necessary support and guidance needed to resolve ASB cases.<br>• To ensure cases are dealt with in a timely manner. Through the publication of the policy to allow other stakeholders to understand how ASB will be dealt with.<br>Aligns with the council core commitment and priority in the following ways:<br>• Health and Wellbeing by dealing with ASB in an effective and transparent way we are trying to ensure that residents can live well in their homes.<br>• Equalities and Human rights by ensuring that we take a zero approach to ASB we contribute to residents' quiet enjoyment of their homes. |

## 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 |
| Co production with Tenants Voice and Tenants Scrutiny | To ensure that the tenants voice is heard |
| Complaints about ASB | As above and to ensure that we are learning from complaints |
| Housing Ombudsman Spotlight report on Noise Nuisance and learning from severe Maladministration July 2025 report<br>Consultation with the Community Safety Hub | To ensure that we are considering recommendations from the Housing Ombudsman<br><br>As a key stakeholder in how we deliver our ASB policy, we worked with the Community Safety in producing the ASB policy |
| Consultation with Green and Burton ASB associates | To ensure that we have taken into consideration good practice in the sector |

## 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** | There is no lower or upper age limit to being a victim or perpetrator of anti-social behaviour. Different approaches may be required for engaging with different age groups, which could be inconsistently delivered across the council. | **0** | |

| | | | |
|---|---|---|---|
| **Disability** | Different approaches may be required for engaging with disabled people depending on their individual needs. This may result in inconsistent approaches delivered across the council.<br>• Mental health is a complex area. Some complainants and victims of anti-social behaviour may have a reduced level of mental well-being generally and as a result of issues of anti-social behaviour suffer greater impacts.<br>• It is also recognised and acknowledged that some perpetrators of anti-social behaviour have mental health problems. There is a link between mental health problems and drug/alcohol use for both perpetrators and complainants.<br>• The behaviour of a disabled person can be mistakenly perceived as being ASB | **-** | **m** |
| **Gender** | ASB affects all genders. The policy covers all genders in terms of victims and perpetrators, therefore access to services is not affected by gender | **0** | |
| **Gender Reassignment** | There are no direct impacts from the policy in respect of gender reassignment. | **0** | |
| **Marriage and civil partnership** | No issues identified | **0** | |
| **Pregnancy and maternity** | No issues identified | **0** | |
| **Race** | There is a risk that Minority Ethnic communities may feel isolated and may be unsure or unaware of the procedure for reporting anti-social behaviour. | **-** | **M** |

| | | | |
|---|---|---|---|
| **Religion and belief** | ASB can involve offences relating to a victim's religion and beliefs. The policy seeks to mitigate these impacts | **-** | **M** |
| **Sexual orientation** | ASB can involve offences relating to a victim's sexual orientation. The policy seeks to mitigate these impacts | **-** | **M** |
| **Other Socio-economic groups including :** | **Could other socio-economic groups be affected e.g. carers, ex-offenders, low incomes?** | | |
| **Carer** | **No issues identified** | **-** | |
| **Low income groups** | **Crime, poverty and ASB could be connected but this policy could reduce impacts for people** | **+** | |
| **Veterans, Armed Forces Community** | **No issues identified. Conditions such as PTSD could a trauma impact on a resident when and so care needs to be taken to be proportionate and reasonable.** | **-** | |
| **Other** | **Ex offenders with complex needs may need more support and guidance to keep a healthy tenancy and a strong ASB policy may help with thus** | **+** | **N** |
| **Impact on human rights:** | | | |
| List any human rights impacted. | Right to private and family life – service users may feel this policy is impacting negatively on their right to private and family life, by defining their behaviour as anti social. However, this needs to be balanced against the rights of residents around them and the role of the public authority to facilitate the enjoyment of one's right to housing, free from harassment (e.g. some forms of ASB could constitute harassment). | | |

**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.

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

## 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 policy will ensure that as consistent an approach as possible is followed throughout the council.

Information about the service and reporting procedures can be made available, on request, in different languages, large print and braille. Interpreters can also be made available, on request.

Regular review of ASB activities undertaken in respect of the policy and perpetrator/victim race to ensure these groups is not being disadvantaged.

Access to service is also considered and home visits are available.

Referrals to support agencies are also available.

Mental Health and reporting hate crime training has been provided for Housing Staff.

The policy engages with tenants and leaseholders throughout the whole of the ASB case, providing support tailored to individual needs.

Risk Impact Assessments are carried out for all victims and complainants to assess what support may be necessary.

All complainants and victims are offered referrals to support agencies, such as Victim and Witness Support.

The policy highlights that any hate related incidents will not be tolerated, and reports of Hate crimes will be prioritised.

## 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 quality 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** |
|---|---|
| **No major change to the proposal** | The analysis demonstrates that any adverse impacts can be mitigated and referrals to support services can be made for those that may need them. |

## 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** |
| **Disability** | **Review all policies and processes relating to ASB for social model of disability language and inclusive language on mental health (e.g. vulnerability)** | **Fiona Brown** | |
| | Regular review of ASB activities undertaken in respect of the policy and perpetrator/victim to ensure that no group is being disadvantaged. | | |

## 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? |
| | Regular review of ASB activities undertaken in respect of the policy and perpetrator/victim to ensure that no group is being disadvantaged. |

| | |
|---|---|
| **Meeting:** | Combined Executive Member Decision Session |
| **Meeting date:** | 27 January 2026 |
| **Report of:** | Pauline Stuchfield, Director of Housing and Communities |
| **Portfolio of:** | Councillor Pavlovic, Executive Member for Housing, Planning and Safer Communities |

# Decision Report:

# Approval of Housing Damp and Mould Policy

## Subject of Report

1. City of York Council (CYC) currently does not have a dedicated Damp and Mould Policy for its housing stock. This gap presents a significant risk in meeting statutory and regulatory obligations, particularly considering the Housing Ombudsman's Spotlight Report on Damp and Mould and the requirements introduced under Awaab's Law. These frameworks place clear expectations on landlords to proactively identify, prevent, and address damp and mould issues to safeguard tenant health and wellbeing. Without a formal policy, our approach could lack consistency, accountability, and clarity, which may lead to non-compliance and reputational risk. Establishing a robust policy is therefore essential to ensure legal compliance, improve service standards, and protect residents.

2. A decision to implement a Damp and Mould Policy is critical to ensure CYC meets its legal and regulatory responsibilities and protects the health and safety of tenants. Recent legislative changes, including Awaab's Law, impose strict requirements on social landlords to take timely and effective action on damp and mould. Failure to adopt a clear policy could result in non-compliance, increased complaints, potential enforcement action, and reputational damage. Approving this policy will provide a structured framework for consistent practice, accountability, and proactive management, reducing risks to residents and the Council alike. A decision is therefore needed now to align with national standards and demonstrate our commitment to tenant welfare.

# Benefits and Challenges

3. **Benefits:**

- **Compliance and Risk Reduction:** Adoption of the Damp and Mould Policy and a proactive approach ensures alignment with the Housing Ombudsman's recommendations and statutory requirements under Awaab's Law, reducing the risk of legal action and regulatory penalties.

- **Improved Tenant Health and Wellbeing and zero tolerance approach to the presence of damp and mould in our homes:** A clear policy supports proactive identification and remediation of damp and mould, safeguarding residents from associated health risks.

- **Consistency and Accountability:** Establishing a formal framework promotes uniform standards across all Council properties, improving service quality and transparency.

- **Reputational Protection:** Demonstrates the Council's commitment to tenant safety and best practice, strengthening public trust.

4. **Challenges:**

- **Resource Implications:** Implementation may require additional staffing, training, and budget allocation to meet policy standards.

- **Operational Change:** Existing processes will need to be reviewed and adapted, which may cause short-term disruption.

- **Tenants not making us aware of damp and mould issues:** clearly, we need to be aware of issues to be able to resolve them. This has partly been mitigated through the Stock Condition Survey which has made us aware of properties with severe issues but this only occurs once every five years. Other mitigations include carrying out Tenancy and Wellbeing visits by Housing Management; ensuring other trades visiting properties, such as for a gas service, report back on issues and promoting reporting of damp and mould via newsletter / social media.

## Policy Basis for Decision

5. This policy supports CYCs core commitment in the Council Plan to improve health and wellbeing and reduce health inequalities by ensuring that our council homes do not suffer from damp and mould.

## Financial Strategy Implications

6. There are no direct financial implications to consider from this report, although there will be costs in ensuring there are sufficient resources to meet statutory requirements.

## Recommendation and Reasons

7. The Executive Member is asked to:

   - Approve the Damp and Mould Policy appended as Annex A
   - Reason: to meet statutory requirements and ensure health and safety of our tenants

## Background

8. In October 2021 the Housing Ombudsman published a spotlight report ‘Damp and mould: It’s not lifestyle’. A recommendation in this report was that:

   “*Landlords should consider whether they require an overall framework, or policy, to address damp and mould which would cover each area where the landlord may be required to act. This would include any proactive interventions, its approach to diagnosis, actions it considers appropriate in different circumstances, effective communication and aftercare*.”

9. The introduction of the Hazards in Social Housing (Prescribed Requirements) (England) Regulations 2025, commonly referred to as Awaab’s Law, places a legal obligation on social landlords to respond promptly and effectively to reports of damp and mould, setting strict timeframes for investigation and remediation.

10. Given the above two factors a Damp and Mould Policy has been drafted to meet these obligations. This policy will assist with ensuring compliance and contribute to the shift in culture and approach needed.

11. This build policy builds on and consolidates the work and approach that is in place with regards to damp and mould currently. This includes:

12. Repairs Policy details our approach to dealing with damp and mould, including a flow chart on how damp and mould cases are managed.

13. The Stock Condition Survey, which visited 86% of homes in 2024 and is capturing the remaining 14% this year, specifically looked for damp and mould issues. Where these were reported as a Category 1 hazard under HHSRS they were responded to within 24 hours. Category 2 hazards were dealt with using a planned approach.

14. Repairs Inspector in place and 10 day inspection timescale has been in place since April 2025 (in advance of legal requirement in October 2025).

15. Reporting developed to allow tracking of all jobs associated with initial report of damp and mould to ensure the matter isn't considered resolved until all associated jobs are closed (and tracking of timescales of these jobs).

## Consultation Analysis

16. The draft Damp and Mould Policy has been shared with our 'Tenant Voice' group of 43 tenants. They were asked if it is clear and understandable; if anything was missing; if they felt anything should be removed and any general comments.

17. Residents think the policy is clear and understandable, they felt there was nothing to add and nothing to remove. Some general comments were received, and these have been incorporated into the Policy.

    - Managers across Housing and Building Services have also been consulted on the Policy.

## Options Analysis and Evidential Basis

18. Option 1 – approve the policy – this is the recommended option

    The evidential basis for this recommendation can be found in the following report on Damp and Mould produced by the government in 2024.

    Understanding and addressing the health risks of damp and mould in the home - GOV.UK

19. Option 2 – do not approve the policy

## Organisational Impact and Implications

- ***Financial***,
  There are no direct financial implications. The new policy does not require any additional staff and that the training requirements can be met from the existing budgets.

- ***Human Resources (HR)***, There are no HR implications contained within this report. However, any impact on the Councils resources, structure or operational practices that might arise as a result of adopting this policy would need to be identified, assessed and implemented in line with Council Policy

- ***Legal***,
  Per the Scheme of Delegation set out within Appendix 1 of the Council's Constitution, any decisions pertaining to the policies which form part of the Council's Policy Framework are reserved to Full Council. Regarding the Damp & Mould Policy, said policy is not among those which form part of the Policy Framework.

  The Local Government Act 2000 delegates most functions to the Executive, including (but not limited to) policy formulation within and across services and Agreeing detailed policy implementation criteria, with the exception of decision relating to those policies which form part of the "Policy Framework", which are delegated to Full Council.

However, individual Executive Members may make any decision relating to the functions within their portfolios with the exception of:

Key decisions as defined in the Council's Constitution;

Decisions which in the opinion of the Executive Member significantly cut across more than one portfolio, in which case the Leader of the Council determines how the decision is to be taken;

Other decisions which the Leader of the Council determines should be made collectively by the Executive.

In Legal's view, (a) to (c) above would not apply in this instance, so the Executive Member is authorised to make this decision in this instance.

Hazards in Social Housing (Prescribed Requirements) (England) Regulations 2025, commonly referred to as Awaab's Law, came into force for the social rented sector on 27 October 2025. From this point on, social landlords such as CYC will have to address all emergency hazards and all damp and mould hazards that present a significant risk of harm to tenants, to fixed timeframes set out within the Regulations.

Any works and/or services required for the implementation of this policy across our Social Housing stock now, and in the future, will need to be commissioned under a compliant process in line with CYC's Contract Procedure Rules and (where applicable) the Procurement Act 2023. Any contracts will require advice and input from Legal Services.

- ***Procurement****, contact: Head of Procurement*
  No implications.

- ***Health and Wellbeing****,* Public Health support the recommended option in this report with particular note to the adverse health implications of damp and mould in houses.

- ***Environment and Climate action****,* Adoption of the Damp and Mould Policy has the potential to support the objectives of the York Climate Change Strategy and the Council's ambitions for retrofit. Damp and mould can be an indication of a poorly insulted property or an indication of a poorly functioning heating system. Identifying these issues and taking a holistic approach to retrofit and

refurbishment can help reduce fuel poverty and environmental emissions, along with the health and wellbeing benefits.

- ***Affordability****,* The policy should benefit low-income groups by improving council response to damp and mould issues and providing advice. information and support where finance and fuel poverty are an evident cause.

- ***Equalities and Human Rights****,* The EIA at Annex B demonstrates that the proposed policy is robust with no direct negative impact to individuals with protected characteristics. The policy should improve council performance in regard to damp and mould issues and have a positive impact on the groups highlighted

- ***Data Protection and Privacy,*** The data protection impact assessment (DPIAs) screening questions were completed for the recommendations and options in this report and as there is no personal, special categories or criminal offence data being processed to set these out, there is no requirement to complete a DPIA at this time. However, this will be reviewed following the approved recommendations and options from this report and a DPIA completed if required.

- ***Communications***
  Communications around this issue will be incorporated into the ongoing tenants' engagement work delivered by the council.

- ***Economy****, contact**: Head of City Development.*

## Risks and Mitigations

20. **Non-Compliance if Delayed:** Failure to act promptly could result in breaches of statutory obligations, tenant complaints, and reputational harm.

21. **Financial Pressure:** Increased costs for remediation and monitoring may impact budgets if not managed effectively.

## Wards Impacted

22. All wards

# Contact details

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

## Author

| | |
|---|---|
| **Name:** | Fiona Brown |
| **Job Title:** | Head of Strategy and Performance (interim) |
| **Service Area:** | Housing |
| **Telephone:** | 2476 |
| **Report approved:** | Yes |
| **Date:** | 14/01/2026 |

## Co-author

| | |
|---|---|
| **Name:** | Pauline Stuchfield |
| **Job Title:** | Director of Housing and Communities |
| **Service Area:** | Housing |

## Background papers

None.

## Annexes

Annex A: Damp and Mould Policy
Annex B: Equality Impact Assessment

**ANNEX A**

# City of York Council - Building and Housing Services Damp and Mould Policy

| Current Document Status | | | |
|---|---|---|---|
| **Version** | 1.0 | **Approved** | |
| **Issue Date** | July 2025 | **Date of Formal Approval** | |

| Version History | | | |
|---|---|---|---|
| **Date** | **Version** | **Reviser** | **Comments** |
| 22/7/25 | 1 | | |
| | | | |
| | | | |

| Review History | | | |
|---|---|---|---|
| **Review Period: 2 years** | | **Next Review Date: July 2027** | |
| **Date Reviewed** | **Reviewed By** | **Next Review Date** | **Comments** |
| | | | |
| | | | |

| Document Retention | |
|---|---|
| **Document Retention Period** | Until Superseded |

## Policy Statement

- This policy outlines City of York Council's approach to the management of damp, mould and condensation in our tenants' homes.

- The policy will provide staff, tenants and other stakeholders with guidance about actions City of York Council will take to respond and prevent damp and mould and demonstrates the importance that we place on meeting our responsibilities and obligations.

- City of York Council recognises the impact that damp, mould and condensation in a home can have on the health and wellbeing of the people who live there as well as causing damage to the property. City of York Council recognise the importance of providing a safe and healthy environment to help our tenants lead a good life.

**ANNEX A**

- Under the Housing Health and Safety rating system (HHSRS), damp and mould cases can be categorised as Category 1 (CAT1Q) hazard which is the highest, most serious form of hazard classification.

- In addition from October 2025 social landlords have to address 'damp and mould hazards that present a significant risk of harm to all tenants to fixed timescales'

- This policy provides a framework as to how City of York Council will meet the above requirements.

**Scope**

- This policy applies to tenants who rent their homes from us, communal areas in residential accommodation under the management of City of York Council, all temporary accommodation managed by City of York Council.

- For Leaseholders we will meet our responsibilities as set out in the lease.

- Shared Ownership properties as appropriate

**Key principles**

The key principles set out in this policy are:

- City of York Council have a zero tolerance approach to the presence of damp and mould in our tenants homes. We acknowledge that damp and mould will occur in some homes. This zero tolerance approach reflects the council's commitment to efficiently and effectively dealing with such instances and taking a positive, pro-active approach to reducing the risk of damp and mould occurring.

- We recognise that all staff across Housing have a duty to recognise and address damp

- We will take a proactive approach to reports of damp and mould and use data to inform further potential issues.
- We will provide easy access to services and ensure that we respond within timescales defined in our repairs policy.

**ANNEX A**

- We will take into account individual tenant needs, circumstances and vulnerabilities when investigating and addressing concerns raised.

**Key legal and regulatory references**

- Defective Premises Act 1972
- Environmental Protection Act 1990
- Landlord and Tenant Act 1985 (section 1)
- Housing Act 2004
- Decent Homes Standard 2006
- Equality Act 2010
- Homes (fitness for Human Habitation) Act 2015
- Pre-Action Protocol for Housing Conditions claims (England 2012)
- Social Housing Regulation Act 2025
- Awaab's Law 2025

**Types of damp**

This is not an exhaustive list and highlights commonly used terminology. Damp: an excess of moisture that can't escape from a structure, which can also go on to cause significant damage to the building. There are three to four main causes of dampness in homes which each require different solutions.

- Rising Damp: water that rises through fabric and brick walls of a building after being absorbed from the surrounding ground.

- Penetrating damp: water penetrates the fabric of the building from the outside to the inside, for example, because of a leak.

- Condensation: occurs where warm, moist air touches a cooler surface such as tiles, windows, or walls. If left for a long period of time, it can cause damp and/or mould.

Mould: is a type of fungus. It spreads through spores, which are invisible to the naked eye but are in the air around us all the time and can quickly grow on surfaces where dampness persists, or water has formed into a visible covering

**City of York Council's responsibilities**

In preventing and managing issues relating to damp, mould and condensation, City of York Council are responsible for:

**ANNEX A**

- Maintaining the main fabric of the building in good condition including: walls, roof, chimneys, doors, windows, guttering, fascia and soffits.

- Maintaining internal parts of the property such as pipework, heating, insulation and ventilation.

- Ensuring that we provide a responsive and timely service to tenants who report faulty components and repairs.

- Ensuring that reports of damp and mould are responded to within timescales as set out in Awaab's Law which came into effect in October 2025.

- Use data collected from various sources including stock condition surveys, to proactively identify potential issues.

- Delivering the specific commitments made in this policy.

**Tenant responsibilities**

Tenants should also contribute to the prevention and treatment of damp, mould and condensation by:

- Reporting any damp and mould issues and anything that may contribute towards it such as leaks, broken extractor fans, windows not opening properly, heating not working promptly.

- Checking for mould and cleaning signs of mould when they appear.

- Following advice and guidance on how to prevent and manage damp and condensation provided by City of York Council on the City of York Council website and factsheets available on request from housing.serviceimprovments@york.gov.uk

- Heat the property adequately (recommended between 18°C and 21°C.)

- Allow access to council employees or appointed contractors carry out repairs, servicing and for inspections.

**Our approach**

**ANNEX A**

**Pro-Active approach**

- City of York Council will take action to identify homes through a data driven, risk based approach. This data will include information from our stock condition surveys, Energy Performance Certificates (EPCs) and information from environmental sensors, where fitted.

- We will also identify opportunities for extending the scope of our diagnosis within buildings, for example, by examining neighbouring properties and make the most of opportunities to identify early signs of damp and mould, to ensure the initial response is as effective as possible.

- As part of the council's Home Improvement Programme we will ensure we take steps to remove root causes of damp and mould.

- Void (empty property) works address issues of damp and mould in order to meet the council's lettable standard for housing.

- We will pro-actively check for Damp and Mould problems when we prepare for Home Improvement and Energy Retrofit works and will carry out rectification works at the same time, if possible.

- We provide information on our website, social media and in our newsletter, Open Door.

- We will co design, with our tenants, factsheets about the causes of damp and mould and provide meaningful advice and guidance about what tenants can do to help prevent it and how we will respond to reports that are made.

- We will ensure that all frontline staff have the skills and knowledge to identify signs of damp and mould, that ongoing training is provided and that staff are aware that identifying and reporting it is everyone's responsibility.

- All council properties will receive a property visit as a minimum every 5 years through stock condition surveys, EPC survey, voids inspections, gas servicing, electrical inspections and tenancy and wellbeing visits. These visits will be an opportunity to identify any damp and mould problems. The majority of properties, however, will be visited annually.

- We will continue to work with Tenants Scrutiny, Tenants Voice, learn from information in complaints and informal feedback to ensure that we are listening to the tenants voice, seeing things from their viewpoint and informing improvements to our service

**Reactive approach**

- We will ensure that tenants can easily report damp and mould.

- We will support tenants to take appropriate actions to prevent damp and mould, where there is an issue of condensation, through advice about ventilation and heating t control moisture levels.

- Where there is a serious problem with damp we will ensure that the tenants circumstances are taken into account and carry out risk assessment. Following this there are a number of actions that we may take:

    - Provision of de-humidifiers
    - Installation of ventilation systems
    - Dry lining walls or applying mould resistant coverings

- We will ensure that we communicate effectively with tenants and keep them informed of the findings of property inspections and when the works will be carried out. If there are any changes to the works planned or the timetable we will ensure that tenants are kept up to date and provide reasons for the changes.

- Where there are extensive or intrusive building works needed and/or there may be health risk to anyone in the household we will discuss relocating the tenant. This will be carried out on a case by case basis and in line with our relocation policy.

**Access to the property**

- As set out in our tenancy agreement tenants are required to allow access to our properties to carry out inspections and works. This is necessary for us to maintain our homes.

- Where we are not able to get access our Compliance Access Officer will work with the tenant wherever possible but where we have identified a HHSRS category 1 risk or where we feel there is an immediate health and safety risk we may take legal action to gain access to the home and ensure necessary works are carried out.

**ANNEX A**

**Supporting our tenants**

- We will offer support to our tenants where needed to enable them to prevent damp and mould where possible; including by heating their property to the recommended temperature of between 18°C and 21°C. This will include identifying any affordability issues on Tenancy and Wellbeing visits, looking at welfare benefit maximisation and issuing fuel vouchers.

- Where there are overcrowding issues, for example, we can support tenants to register for a more suitable home, via a mutual exchange or the housing register and assist with clearing the property.

**Training**

- We will ensure that front line staff receive relevant training to recognise damp and mould. Additional training will be provided to the Repairs Inspector and Area Repairs Team Leaders to provide specialist skills to diagnose causes of damp and identify what remedies are available.

**Performance monitoring and learning from complaints**

- We will monitor complaints involving damp and mould so we can learn from them and ensure that they inform improvements to the service.

- We will respond to complaints involving damp and mould promptly when reported to the Housing Repairs Team Telephone: 01904 551550Email: housing.repairs@york.gov.uk

- The council's complaints process available to all tenants should the response or work fall short of the standards set out in this policy. All tenants can make a complaint here: Raise a comment, compliment, complaint or concern – City of York Council

- In the event of a disrepair claim we will ensure that we continue to prioritise the repair and the health and safety of the tenant.

**Key Performance Indicators**

Hazard Investigation Timeliness

% of emergency hazards investigated within 24 hours

% of significant hazards investigated within 10 working days

**ANNEX A**

Tenant Communication
% of investigation reports sent to tenants within 3 working days of conclusion of investigation

Remedial Action Timeliness
% of emergency hazards made safe within 5 working days of investigation
% of significant hazards resolved within agreed timeframes – as above

Vulnerability Prioritisation
% of hazard reports involving vulnerable tenants (e.g. children, elderly, respiratory conditions)
% of vulnerable tenant cases prioritised and resolved within target timeframes

Repeat Issues
% of properties with recurring damp/mould issues
% of repeat cases resolved with long-term solutions (e.g. ventilation upgrades)

**ANNEX B**

## City of York Council

# Equalities Impact Assessment

## Who is submitting the proposal?

| | |
|---|---|
| **Directorate:** | Housing and Communities |
| **Service Area:** | Housing |
| **Name of the proposal :** | Damp and Mould Policy |
| **Lead officer:** | Fiona Brown/Rachael Bassett |
| **Date assessment completed:** | 09/12/2025 |

| **Names of those who contributed to the assessment :** | | | |
|---|---|---|---|
| **Name** | **Job title** | **Organisation** | **Area of expertise** |
| Fiona Brown | Head of Housing Strategy and Performance | CYC – Housing Strategy & Performance | Housing Strategy, Policy and Business Change |
| Rachael Bassett | Housing Services Change Manager | CYC – Housing Strategy & Performance | Housing Strategy, Policy and Business Change |
| Imogen Kerr | Assistant Housing Policy Officer | CYC – Housing Strategy & Performance | Housing Strategy and Policy |

| | | | |
|---|---|---|---|
| Andrew Bebbington | Housing Strategy Officer | CYC – Housing Strategy & Performance | Housing Strategy and Policy |

## Step 1 – Aims and intended outcomes

| 1.1 | **What is the purpose of the proposal?**<br>Please explain your proposal in Plain English avoiding acronyms and jargon. |
|---|---|
| | The damp and mould policy outlines the council's approach to the management of mould and condensation in our tenants' homes.<br><br>It gives guidance to staff, tenants and stakeholders on how the council will respond to issues of and prevent damp and mould and provides a framework on how the Council will meet the legal requirements.<br><br>The policy sets standards for ensuring tenants do not face damp and mould in their homes and establishes a proactive, "zero tolerance" approach to support tenants' health and wellbeing. |

| **1.2** | **Are there any external considerations?** (Legislation/government directive/codes of practice etc.) |
|---|---|
| | There is significant context that the policy responds to:<br><br>Landlord and Tenant Act 1985<br>Housing Health and Safety Rating System (HHSRS) introduced by Housing Act 2004<br>Homes (Fitness for Human Habitation) Act 2018<br>Environmental Protection Act EPA 1990<br>Regulator of Social Housing: Safety and Quality Standard<br>Decent Homes Standard 2006<br>Social Housing (Regulation) Act 2023 introduced Awaab's Law<br>Housing Act 1985<br>Defective Premises Act 1972<br>Pre-Action Protocol for Housing Conditions claims (England 2012)<br><br>Equality Act 2010<br><br>Housing Ombudsman spotlight on damp and mould |

| 1.3 | **Who are the stakeholders and what are their interests?** |
|---|---|
| | All tenants and leaseholders have an interest in the area covered by this policy and in effective council services to prevent and deal with damp and mould. Tenants should also know their role in reporting issues and have some understanding of how they can prevent and treat damp and mould.<br><br>Housing and building services staff are other key stakeholders. Staff should understand their responsibilities for dealing with damp and mould as well as the expected timeline for investigation and repair.<br><br>The policy provides wider benefits for services and partners including in health, social care and education due to the benefits of a healthy home for occupants. |

| | |
|---|---|
| **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 (2023- 2027) and other corporate strategies and plans. |
| | <u>The intended outcomes of the policy are as follows:</u><br><br>• Improve service quality for tenants in preventing and treating damp and mould.<br>• Meet the timelines for hazard investigation, tenant communication, remedial actions etc set out by Awaab's law.<br>• Consistent practice for staff in treating damp and mould.<br>• Reduce complaints from tenants.<br><br><u>It aligns with the council core commitment and priority in the following ways:</u><br><br>• **Health:** The policy aims to reduce the risks of damp and mould for residents which supports the council plan to help improve health and wellbeing. Improving the process should help to reduce potential health issues of damp and mould.<br>• **Improve condition of current housing.** The policy intends to improve the condition of social housing stock and ensure homes meet decent home standard. |

## 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** |
|---|---|
| **Tenant voice group** gave feedback and indicated that there were no major issues with the policy. General comments were considered in writing policy. | Tenant engagement is a good way to understand desires and opinions of tenants. |
| | |
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| | |

## 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** |
| The council is continuing to improve vulnerabilities and protected characteristics data for our tenants and residents, which will further support evidence of positive impacts and better identify the highest priority groups when addressing damp and mould | Proactive visits to tenants and other contacts are used to build this data record. |
| | |

## 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** | Damp and mould can impact anyone regardless of age, but babies, young children and older tenants are more likely to be negatively impacted by damp and mould issues.<br>The proposed policy aims to take a proactive approach to prevent and resolve issues of damp and mould, thereby | **+** | **M** |

| | | | |
|---|---|---|---|
| | reducing the negative impacts on the health and wellbeing of these age groups. | | |
| **Disability** | People with respiratory problems, those with weakened immune system and those with existing skin problems are more vulnerable to damp and mould.<br><br>Damp and mould can also have negative effects on mental health of tenants.<br><br>The policy sets out the expectations how the council deals with damp and mould and should improve the service to reduce health impacts on all disabled tenants. | **+** | **M** |
| **Gender** | The proposals do not relate directly to gender. There are no known implications related to gender. | **0** | **L** |
| **Gender Reassignment** | The proposals do not relate directly to those undergoing gender reassignment. There are no known implications related to gender reassignment | **0** | **L** |
| **Marriage and civil partnership** | The proposals do not relate directly to marriage and civil partnership. There are no known implications related to marriage and civil partnership. | **0** | **L** |
| **Pregnancy and maternity** | Pregnant women may be more likely to be impacted by the effects of damp and mould. The policy will improve council response to damp and mould issues and thereby have a positive effect on this group. | **+** | **M** |

| | | | |
|---|---|---|---|
| **Race** | The proposals do not relate directly to race. There are no known implications related to race. | **0** | **L** |
| **Religion and belief** | The proposals do not relate directly to religion and beliefs. There are no known implications related to religion and beliefs. | **0** | **L** |
| **Sexual orientation** | The proposals do not relate directly to sexual orientation. There are no known implications related to sexual orientation. | **0** | **L** |
| **Other Socio-economic groups including :** | **Could other socio-economic groups be affected e.g. carers, ex-offenders, low incomes?** | | |
| **Carer** | The proposals will relate positively to carers for people with respiratory problems, those with weakened immune system and those with existing skin problems, who are more vulnerable to damp and mould. | **+** | **M** |
| **Low income groups** | The policy should benefit low-income groups by improving council response to damp and mould issues and providing advice. information and support where finance and fuel poverty are an issue.. | **P+** | **M** |
| **Veterans, Armed Forces Community** | The proposals do not relate directly to veterans, armed forces community although they may fall into the groups above if disabled and/or | **0** | **L** |
| **Other** | None | | |
| **Impact on human rights:** | | | |

| | | | |
|---|---|---|---|
| List any human rights impacted. | A positive impact is anticipated on the right to adequate housing as the policy intends to improve quality of council homes by treating damp and mould issues appropriately.<br><br>Standard of living may be improved as the policy intends to prevent and treat damp and mould issues in a timely manner. | **P** | **M** |

**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.

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

## 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?** |
|---|---|
| No adverse impacts have been noted other than the need for appropriate resource allocation within Housing and Building Services teams, which is embedding in policy implementation plans. | |



## 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 quality 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** |
|---|---|
| No major change to the proposal. | The proposal demonstrates that the proposed policy is robust with no direct negative impact to individuals with protected characteristics. The policy should improve council performance in regard to damp and mould issues and have a positive impact on the groups highlighted. |

## 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** |
| Data gaps for tenant vulnerabilities and protected characteristics | Proactive visits and other tenant contacts to be utilised to collect this data where tenants are happy to provide | Housing and Building Services teams | Ongoing |
| | | | |
| | | | |
| | | | |

## Step 8 - Monitor, review and improve

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|---|---|
| **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? |
| | Performance monitoring is in place through monitoring of Decent Homes standard in this council's stock, essential repairs service response times, and tenant satisfaction. |

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|---|---|
| **Meeting:** | Combined Executive Member Decision Session |
| **Meeting date:** | 27 January 2026 |
| **Report of:** | Pauline Stuchfield, Director of Housing and Communities |
| **Portfolio of:** | Councillor Pavlovic, Executive Member for Housing, Planning and Safer Communities |

# **Decision Report:** Housing Neighbourhood Improvement Programme (NIP)

## Subject of Report

1 The Housing Revenue Account (HRA) budget includes a £170k annual capital budget for investing into estates improvement. The Neighbourhood Improvement Programme will deliver improvements to the areas around council homes.

2 In accordance with the Executive decision on 3rd June 2025 in the Housing Landlord Report:

*The primary focus of the funds will be:*

- *Building community capacity to co-manage shared spaces.*
- *Support wider estate regeneration work, for example supporting The Groves Neighbourhood Plan objectives, Walmgate Proposals and supporting the development of neighbourhood plans in other areas.*
- *Supporting measures to reduce Anti Social Behaviour (ASB), for example through new lighting, security gates and the closing off of unsafe passageways.*
- *Improving communal areas around council houses and apartments, such as improving hardstanding areas, tree and shrub planting, and enabling community and resident activity.*

*This funding will not be used for building repair tasks, this work will be funded from general repairs budgets*.

3. Where possible an annual programme will be set in advance and approved by the Executive Member, acknowledging that the first schedule of projects in this report utilises a significant carry forward amount from previous years. Ad hoc decisions during the year will be delegated to the Director of Housing & Communities in consultation with the Executive Member for Housing, Planning and Safer Communities.

4. The opportunity to deliver larger scale substantive developments (as opposed to the previous Housing Environmental Improvement Programme (HEIP) programme) will allow greater benefits and flexibility to deliver change and improvements at scale in a more timely manner. Small requests however can be supported through a variety of measures, for example, through the ward funding process in accordance with ward priorities.

5. Members will be asked identify priorities areas for NIP funding ahead of the annual process and the appropriate source of funding will be advised back to members, if available.

6. It is possible that ad hoc schemes which support timely interventions are required and therefore a contingency budget will be allocated for approval through officer decisions during the year.

## Benefits and Challenges

7. The availability of funding to support the areas outlined in paragraph 2 strengthen community capacity by enabling residents to co-manage shared spaces, fostering greater ownership and collaboration. They support wider estate regeneration by aligning with neighbourhood plans and local development proposals, ensuring improvements reflect community priorities. Enhancements such as better lighting, security gates and the removal of unsafe routes help reduce anti-social behaviour and improve safety. Upgrading communal areas around council homes and apartments through landscaping and improved spaces creates more attractive, usable environments that encourage positive resident activity and community wellbeing.

8. There are no significant risks or challenges identified in approval of this document.

## Policy Basis for Decision

9. This funding programme aligns with the ambitions in the Council Plan ("One City, for All" 2023–27) to work closely with communities and target support where it is most needed, including through neighbourhood planning and community engagement processes. It delivers benefits against all four core commitments of Equalities & Human Rights, Affordability, Climate Change and Health.

10. Complementing this is the York Neighbourhood Model, a wider place-based service delivery approach being developed to create integrated neighbourhood teams that bring together professionals from health, care, housing, voluntary groups, and residents to provide joined-up early intervention, prevention and community support tailored to local needs. This model aims to strengthen collective action at neighbourhood level, build on residents' strengths and assets, improve coordination of services, and focus on outcomes that matter locally, while also encouraging co-production with communities and partners.

11. Together, these programmes and ambitions emphasise community empowerment, multi-agency collaboration, place-based, preventative working, and investment in local spaces and services to improve liveability, safety, wellbeing and resident influence over how their neighbourhoods develop.

## Financial Strategy Implications

12. The NIP is part of the HRA Capital Programme and currently stands at £170k a year dedicated to improving the physical environment around council owned homes, and influenced by neighbourhood planning priorities and city-wide opportunities, to improve council estate improvements. The budget for the capital scheme including slippage for 2025/26 is £402k, with a further £170k per annum subject to annual budget decisions. In 2025/26 £75k has been used to contribute to the Neighbourhood Caretakers and a further £14k committed in year on communal drying areas.

## Recommendations and Reasons

13. The Executive Member is asked to:

    a. Approve the approach for engaging members and communities in proposals for spending NIP annual funding.

    b. Approve the NIP HRA funded projects and expenditure as follows:

        - **£10k** initial funding to the Groves Residents Association in relation to the Groves Community Plan, resulting proposals to inform future NIP funding proposals;
        - **£250k** for Walmgate Proposals priorities;
        - Delegate the procurement of a condition survey of all housing communal areas to Director of Housing & Communities (to maximum contribution of **£32k**)
        - **£30k** contribution to an additional E-van for Communities team environment officers,
        - **£40k Fund** for Communities team environment officers/Neighbourhood Caretakers for community involvement equipment and to undertake repairs arising from walkabouts.
        - **£40k contingency** for off-programme ad hoc proposals delegated to Director of Housing & Communities in consultation the Executive Member for Housing, Planning and Safer Communities documented by published officer decision.

    c. To delegate authority the Director of Housing & Communities in consultation with Chief Finance Officer and the Director of Governance:

        - to commence procurement from the market via an open, fair and transparent competitive process and evaluation criteria in compliance with the Council's Contract Procedure Rules under Appendix 11 of the Council's Constitution (the "**Council's CPRs**") and (where applicable) the Procurement Act 2023 or the Public Contract Regulations 2015:

            - the condition survey of all housing communal areas;

- an additional E-van for Communities Team environment officers; and

- any community involvement equipment for Communities Team Environment Officers and Community Caretakers and any required repair works arising from walkabouts,

and to determine the provisions of any contracts, and the provisions of any subsequent modifications and/or extensions thereto.

d. To approve that the Council enters into a grant funding agreement with the Groves Residents Association on the terms set out in this Report, and to delegate authority to the Director of Housing & Communities, in consultation with the Chief Finance Officer and the Director of Governance, to determine the provisions of the grant funding agreement, and the provisions of any subsequent modifications and/or extensions thereto, to ensure compliance with the Subsidy Control Act 2022, the Council's Financial Regulations under Appendix 10a of the Council's Constitution (the "**Council's Financial Regs**") and the Council's CPRs.

e. Subject to consultation with and approval by the Executive Member for Housing, Planning and Safer Communities, to delegate authority to the Director of Housing & Communities, in consultation with the Chief Finance Officer and the Director of Governance, to commission and determine the provisions of any grant funding agreements and/or supply, services and/or works contracts relating to any off programme ad hoc proposals and the provisions of any subsequent modifications and/or extensions thereto, to ensure compliance with the relevant public procurement or subsidy control law (as applicable) and the Council's CPRs and Financial Regs, to be documented by published officer decision.

*Reasons:*

i. *To ensure transparency and clear decision making around the NIP budget priorities and use of HRA expenditure for the benefit of council tenants.*

ii. *To ensure all grant funding arrangements are in compliance with the Subsidy Control Act 2022, the Council's Financial Regs and the Council's CPRs*

# Background

14. The following recommendations have been previously agreed by Executive:

**June 2025 - extract from Housing Landlord Annual Report:**

*Approve the principles of the Neighbourhood Investment* Programme (para 23), allowing the service to respond more effectively to the priorities of council house tenants.*

*Should be 'Improvement'

Those principles are summarised in Paragraph 2 above.

**October 2025 – extract from Housing Delivery Update Report**:

*k) Delegate authority for the future allocation of Neighbourhood Improvement Programme (NIP) funding to the Director of Housing and Communities in consultation with Executive Member for Housing, Planning and Community Safety to support projects such as those outlined in Walmgate Improvement Proposals. The HDP will support the creation of good quality spaces whilst the NIP will improve existing spaces through targeted investment.*

# Consultation Analysis

15. Community engagement has shaped the Walmgate Improvement Proposals and earlier the Groves Community Plan identifying projects that residents have prioritised, and further refinement of these proposals will continue with local residents and ward councillors through community meetings and dialogue.

16. In future years, subject to budget availability, consultation will take place with ward councillors before the programme is launched each year on proposals for consideration.

# Options Analysis and Evidential Basis

17. The following proposals are recommended for approval:

**Neighbourhood Programmes**

- **The Groves Community Plan**. Allocate **£10k** to the Groves Residents Association, to work with officers on a set of proposals that could be funded by NIP in the future, building on the 2020 Plan and relating to council owned land.

- **Walmgate Proposals.** Allocate **£250k** provisional budget for Walmgate Proposal priorities as outlined to Executive in October 2025:

  *3 c) Note the progress of the Walmgate Improvement Proposals and approve request for delegated authorities to allocate Neighbourhood Improvement Programme funding towards this and other such projects*;

  Subject to final consultation with residents and ward councillors.

**City wide programmes:**

- **Condition survey of all communal areas** on CYC council housing land and property. This will inform work which will require significant investment from the Housing Capital Programme. The cost is to be agreed based on a quote for survey work; the maximum funding available from NIP funding is **£32k.** The procurement, final award, and determination of the relevant terms and conditions for this survey work (along with any subsequent modifications and extensions thereto) should be delegated to Director of Housing & Communities in consultation with the Chief Finance Officer and the Director of Governance.

- **Purchase an additional E-van** for Communities team environment officers who work closely with public realm. Neighbourhood Caretakers but predominantly with voluntary organisations and resident volunteers– **one off £30k** to focus on work on HRA land, open space and communal areas**.**

Running costs should be covered from various grants each year and /or managed from existing budgets. The procurement and determination of the relevant terms and conditions of purchase for the E-van should be delegated to Director of Housing & Communities in consultation with the Chief Finance Officer and the Director of Governance.

- **£40k Fund** for Communities team environment officers/Neighbourhood Caretakers for equipment **to support community involvement and to undertake repairs** arising from walkabouts on council housing estates**.** The procurement, final award, and determination of the relevant terms and conditions for the purchase of this equipment and any required repair services (along with any subsequent modifications and extensions thereto) should be delegated to Director of Housing & Communities in consultation with the Chief Finance Officer and the Director of Governance.

- **£40k contingency** for off-programme **ad hoc proposals** delegated to Director of Housing & Communities in consultation the Executive Member for Housing, Planning and Safer Communities documented by published officer decisions. Any decision relating to any required public contracts and/or grant agreements (along with any subsequent modifications and extensions thereto) should be delegated to Director of Housing & Communities in consultation with the Chief Finance Officer and the Director of Governance.

18. The Executive Member could choose any of the following for each recommendation and item of proposed expenditure:

    - Approve the recommendations and or accept/decline individual spending proposals
    - Decline the recommendations.

19. The Executive Member is recommended to accept all the recommendations and spending proposals in order to enact the previous recommendations of Executive made in June and October 2025 and support the delivery of neighbourhood improvements across York in areas of council housing communities.

# Organisational Impact and Implications

20.

- **Financial**, The proposals in this report must all relate developments and services on council housing land and provided to council tenants. All expenditure is within existing budget allocations.
- **Human Resources:** There are no HR implications contained within this report projects will be delivered within existing team resources
- **Legal:**

  Under Rule 8.10 of the Council CPRs, Executive or the relevant Executive Member may agree, or authorise another Officer to enter a contract under their delegated powers where the aggregate contract value (including any extensions) is worth more than £250,000 but less than £500,000, unless the Chief Finance Officer and Monitoring Officer have approved the Procurement as Routine.

  - It is already noted that at Executive in October 2025, the Director of Housing and Communities in consultation with Executive Member for Housing, Planning and Community Safety was delegated authority for the future allocation of Neighbourhood Improvement Programme (NIP) funding to support projects such as those outlined in Walmgate Improvement Proposals.
  - Any agreements required for any supplies of goods/equipment, services and/or works following consultation with and approval from the Executive Member will require advice and input from Legal Services. Any procurement/commissioning for any supplies of goods/equipment, services and/or works will require advice from Legal Services and Commercial Procurement on the different routes and the associated advantages and risks of each route to ensure compliance with relevant legislation and our Constitution (see **Procurement** below).
  - The award of any grant funding by the Council to any third party is subject to:
  - Rules 5(f) and 5(g) of the Financial Regs; and
  - Rule 4 of the Council's CPRs.

- Any grant funding agreements to be awarded to any third-party following consultation with and approval from the Executive Member must be drafted and concluded with input from Legal Services to ensure compliance with the Council's CPRs, the Council's Financial Regs, and the Subsidy Control Act 2022. Legal Services and Finance must be consulted with regards to any transparency and disclosure requirements under the Subsidy Control Act 2022. Any grant funding agreement entered into will have no procurement law implications; however, the Council cannot elect to award a Grant where the sole purpose for doing so would be to avoid conducting a competitive tender process in accordance with the Council's CPRs and (where applicable) the Procurement Act 2023 or the Public Contract Regulations 2015; further advice must be sought form Legal Service where necessary. Legal Services and Finance must also be consulted with regards to any transparency and disclosure requirements under the Subsidy Control Act 2022.

- **Procurement**, where the need for procurement of services arises, Procurement must be a tool to deliver those outcomes. Services and/or works must be procured via a compliant process in accordance with the Council's CPRs and where applicable, the Procurement Act 2023 or the Public Contract Regulations 2015. Further advice regarding the procurement process and development of procurement strategies must be sought from the Commercial Procurement team.

- **Health and Wellbeing**: The provision of safe, communities, housing estates and surrounding environment is a major factor in reducing health inequalities. Public health support the recommendations in the report.

- **Environment and Climate action**, By improving communal areas, including inclusive and accessible routes which prioritise walking, cycling or wheelchair use, focused on distinct neighbourhood strengths and assets, the Local Transport Strategy ambition of improving health generating travel options where movement is a barrier and reducing carbon emissions from transport will be supported. Safer routes will again secure health and wellbeing outcomes for residents.

An E-van will reduce operational emissions associated with the Communities team and voluntary groups.

Improvements to the communal areas surrounding Council owned housing assets should consider the potential for biodiversity enhancement, access to green space to support health and wellbeing improvements, climate adaptation resilience and carbon sequestration. For example, trees will provide cover and shade to prevent overheating, sequester carbon emissions, create new habitats and improve mental and physical wellbeing. The creation or enhancement of new natural capital could also generate income through nature-based markets for carbon credits and biodiversity net gain.

- **Affordability**, The proposals will bring opportunities and services to a local level for example building on other investments as a local community hub in Walmgate. The combined proposals seek to improve life quality and reduce health inequalities for those living with low incomes.

- **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).

  Where Executive decisions have been taken previously they are supported by EIAs and future projects will secure the involvement of all residents with protected characteristics. The process of consulting on the recommendations in this report will identify any equalities implications on a case-by-case basis, and these will be addressed in any future reports. The report has positive impacts on Human Rights with regard to the following:

  - **Article 8 - Right to Respect for Private and Family Life, Home, and Correspondence:**
    Neighbourhood-based delivery helps residents remain in their homes and communities, with wraparound support that respects privacy, dignity, and family life.

- **Protocol 1, Article 1 - Protection of Property:** Support for housing stability and local environment improvements helps residents maintain secure, habitable homes

- **Article 10 – Freedom of Expression and Participation:** Residents are empowered to shape priorities and influence service design through neighbourhood governance and co-production forums.

- **Data Protection and Privacy:** The data protection impact assessment (DPIAs) screening questions were completed for the recommendations and options in this report and as there is no personal, special categories or criminal offence data being processed to set these out, there is no requirement to complete a DPIA at this time. However, this will be reviewed following the approved recommendations and options from this report and a DPIA completed if required.
- **Communications**: The actions arising from each scheme will be supported by our ongoing programme of tenant communications and, where required, targeted communications to key partners and within communities. The exact approach will be determined by the communication outcomes we're seeking to achieve in each case.
- **Economy***.* Improvements to the environment and places where the city's employees live and work will improve staff morale, health, recruitment and retention across all sectors involved including the voluntary and community sector, and the health and care workforce.

## Risks and Mitigations

21. There are no significant risks or challenges identified in approval of this document.

## Wards Impacted

22. City wide, however this report is delivering delegated decisions already made by Executive as outlined in the report.

# Contact details

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

## Author

| | |
|---|---|
| **Name:** | Pauline Stuchfield |
| **Job Title:** | Director of Housing and Communities |
| **Service Area:** | Housing |
| **Email** | pauline.stuchfield@york.gov.uk |
| **Report approved:** | Yes |
| **Date:** | 15/01/2026 |

### Abbreviations

| | |
|---|---|
| ASB | Anti Social Behaviour |
| CPRs | Contract Procedure Rules |
| DPIA | Data Protection Impact Assessment |
| HDP | Housing Delivery Programme |
| HEIP | Housing Environmental Improvement Programme |
| HRA | Housing Revenue Account |
| MFA | Minimal Financial Assistance |
| NIP | Neighbourhood Improvement Programme |
| SPEI | Services of Public Economic Interest |
| SPEIA | Services of Public Economic Interest Assistance |

## Background papers

### 3rd June 2025 - Housing Landlord Annual Report:

.Agenda for Executive on Tuesday, 3 June 2025, 4.30 pm

**October 2025 –Housing Delivery Update Report**:

Agenda for Executive on Tuesday, 7 October 2025, 4.30 pm

## Annexes

None.

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