

# Community and Voluntary Controlled Schools In Year Admissions Policy 2025 to 2026

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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](http://www.york.gov.uk/GuideForParents) or upon request from the School Admissions team. It is recommended that all applicants consider the information in the Guide for Parents before making an application.
8. The admission of children with an Education, Health and Care plan is covered by different admission regulations. Following negotiation, once a school has been named, a place will be allocated for these children before considering other applications.

## A: In Year Admissions

1. Applications will always be made and normally be considered only for admission into the year group relevant to the child's age. Only in very exceptional circumstances would a request for admission into other year groups be considered on an individual basis at the time of application. Factors that may be considered in varying this approach include:
  - 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](http://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](mailto: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](http://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](http://www.york.gov.uk) and upon request from the Education Support Services team.
7. Any school's resources, such as teachers and classrooms, have to be used carefully to ensure the best possible standards for education and a safe environment. If no limit were set on the number of children that can go to a school each year these standards could not be maintained. Infant Class Size legislation may also limit the number of pupils that can be admitted in Reception, Year 1 and Year 2.
8. The availability of school places in the relevant class or year group at the applicant's preferred school(s) will be the primary factor in determining whether or not preferences are successful.
9. Although each school does have a **published admission number** – that is the number of places the school expects to offer – this number only applies for preferences submitted in the year of entry. The year of entry is Reception for primary and infant schools, Year 3 for junior schools and Year 7 for secondary schools. Although a published admission number may help set class organisation in later years, decisions will be made primarily on class organisation and the number of places provided by school may be less than the published admission number.
10. Where it is determined by the admission authority that there is not an available place, this will be because it is the view of the

admission authority that the admission of any additional pupil would **prejudice the provision of efficient education or the efficient use of resources**.

11. Where there is an available space and there are no other applications for this place, the place will be offered to the applicant.
12. Where there is an available space and there are more applications for a place than places available, priority is given to certain categories of children according to the oversubscription criteria which are listed in Section B of this policy.
13. A place may be refused even if the numbers on roll in the relevant year group are lower than the published admission number. Places may also be refused if the numbers on roll in the whole school mean the admission of an additional child would be detrimental to the provision of efficient education or the efficient use of resources.
14. If there are no available places in a preferred class or year group, places may not be offered, particularly if another school could reasonably be offered. Applicants may therefore wish to contact schools in advance to see if places are available or seek the advice of the School Admissions team by email [education@york.gov.uk](mailto:education@york.gov.uk), online at [www.york.gov.uk/admissions](http://www.york.gov.uk/admissions) or by calling 01904 551 554.
15. Applicants may be successful in obtaining a place at a school that does not serve the local 'catchment' area in which they live. If allocated a place at such a school, applicants will be responsible for travel arrangements and the costs of travel to and from school.

## B: Oversubscription criteria

Some schools will be oversubscribed – that is where there are no available places in the preferred class or year group. Preferences for oversubscribed classes or year groups will normally be refused.

Where there is an available space and more applications for a place than places available, priority is given to certain categories of children. The oversubscription criteria set out below will be used to prioritise all applicants who have applied for a place at a school in these circumstances in the following priority order:

1. **Children who are either currently or have previously been ‘looked after’.** This applies to all children who are currently or have previously been, in the care of a local authority; all children who have been adopted from local authority care, subject to an adoption, residence or special guardianship order; and all children who appear to have been in state care outside of England and ceased to be in state care as a result of adoption, residence or special guardianship order;  
It is the responsibility of parent/carers, or the child's social worker to provide the information to the admission authority that this criterion applies.
2. Children who live within the catchment area normally served by the preferred school, with a sibling at the preferred school at the time of admission. Catchment areas are designated by the Local Authority and are made available to parent/carers online at [www.york.gov.uk](http://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](http://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](http://www.york.gov.uk), and upon request from the Education Support Services team;

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

4. **Children considered by the admission authority to have exceptional social or medical needs which makes the preferred school the most suitable school for the child.** The admission authority may consult with other medical or educational professionals for a further opinion as to whether the child should be allocated a place at the preferred school due to a particular medical condition or social need;  
It is the responsibility of parent/carers to provide the additional information where they believe this criterion applies. To be given priority on this basis, the admission authority would have to be satisfied that the child's needs were such that the preferred school would be the most suitable school for the child.  
Admissions officers defer these considerations and decisions to a panel of children's services officers, in areas such as safeguarding and education social care. This 'Exceptional Social and Medical (ESM) Panel' considers any documentation provided by parent/carers and assesses whether these needs are 'exceptional' in nature. Admissions officers have no decision-making role in this process and only identify those applications to be considered by the ESM Panel and request further information from parent/carers. Those applications with supporting information that the ESM Panel determines are 'exceptional' would have to be where only the preferred school could meet the child's need.
5. **Children with a sibling at the preferred school at the time of admission.** Siblings are defined as brothers or sisters living in the same house, as their primary place of residence (including half-, step and foster-brothers or sisters);  
It is the responsibility of parent/carers to include with their application the name of any sibling(s) where this criterion applies for checking by the LA.
6. **Children who live closest to the preferred school using the nearest available safe walking route.** Distances are measured by a GIS mapping system from the child's home address to the closest entrance of the school.  
Distances are measured using a system of walking routes rather than straight line distances to better reflect the length of the



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

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

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

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

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

## C: Appeals

1. Applicants refused a place at a school have the right of appeal. Appeals are heard by an independent appeals panel and their decisions are legally binding. Applicants who wish to appeal should contact the Education Support Services team to request the correct appeal form. Appeals are scheduled by the Appeal Clerks in line with the School Admissions Appeal Code 2022.
2. Applicants will only be able to appeal once for a place at a given school in any one school year, unless there is a major change in circumstances of the applicant or any significant new information is available which was not available at the original hearing.

## D: False Information

Where an offer of a place has been made on the basis of fraudulent or intentionally misleading information, which has effectively denied a place to a child with a stronger claim, the offer of a place will be withdrawn.

## E: Fair Access

If a place cannot be offered at a school named as a preference, and the pupil could be considered eligible to be considered under the Fair Access Protocol, the application may be referred to a Behaviour and Attendance Partnership who will consider the application.

## F: Waiting List

1. A waiting list will be compiled for each oversubscribed school for all unsuccessful preferences and kept **until the end of the current school year**, at which time the waiting list will be reset.
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.

## G: 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](mailto:education@york.gov.uk)

## H: City of York Community and Voluntary Controlled Schools

- Carr Infant (Community, 5-7)
- Clifton Green Primary (Community, 5-11)
- Copmanthorpe Primary (Community, 5-11)
- Dringhouses Primary (Community, 5-11)
- Elvington CE Primary (Voluntary Controlled, 5-11)
- Fishergate Primary (Community, 5-11)
- Headlands Primary (Community, 5-11)
- Huntington School (Community, 11-18)
- Joseph Rowntree School (Voluntary Controlled, 11-18)
- Lord Deramore's Primary (Voluntary Controlled, 5-11)
- Naburn Primary School (Voluntary Controlled, 5-11)
- Ralph Butterfield Primary (Community, 5-11)
- St Barnabas' CE Primary (Voluntary Controlled, 5-11)
- St Mary's CE Primary (Voluntary Controlled, 5-11)
- St Oswald's CE Primary (Voluntary Controlled, 5-11)
- St Paul's CE Primary (Voluntary Controlled, 5-11)
- Stockton on the Forest Primary (Community, 5-11)
- Westfield Primary Community (Community, 5-11)
- Wigginton Primary (Community, 5-11)
- Yearsley Grove Primary (Community, 5-11)

View school contact details:

<https://www.york.gov.uk/SchoolsContactDetails>.

School details correct at the time of update.