

# Community and Voluntary Controlled Schools

In Year Admissions Policy

Last Updated: September 2015



CITY OF  
**YORK**  
COUNCIL

## Introduction

- 1 This policy applies to those schools where the City of York Council is the admissions authority – that is all community and voluntary controlled primary, infant, junior and secondary schools within the City of York area. It 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.
- 2 This policy may also be adopted by other admissions authorities wishing to reflect the aims of this policy in their own admission arrangements.
- 3 This policy complies with and operates within the City of York In Year Coordinated Admissions Scheme for schools in the City of York Local Authority area.
- 4 The City of York Council policy for considering and allocating school places is designed to be as fair as possible while ensuring that resources are used sensibly. Under these admission arrangements the allocation of places is based on where the child/parent lives and the preferences of parent/carers.
- 5 Advice and information for parent/carers on school admissions, including **key information that applies to all applications** as well as some frequently asked questions are available in the Guide for Parents which is available at [www.york.gov.uk/guideforparents](http://www.york.gov.uk/guideforparents) or upon request from the School Services team.

- 6 The admission of children with an education, health and care plan or a statement of special educational needs 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 Children will normally be admitted into the year group relevant to the child's age. Requests for being educated in another year group may be discussed with the head teacher of the allocated school who will make a decision regarding the best educational provision in consultation with parents and other relevant professionals. Only in exceptional circumstances would a request for admission into other year groups be considered on an individual basis at the time of application.
- 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 may apply for a change of school for their child at any time. 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 at any time online at [www.york.gov.uk/schooladmissions](http://www.york.gov.uk/schooladmissions) or by completing a paper 'School admissions application for an in year change of school' form, which can be obtained from the School Services team, online, or from a City of York school.

- 5 When making an application, parent/carers are advised to supply any additional information that may be required to the admissions authority by emailing [education@york.gov.uk](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](#).
- 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 applicants in the [Guide to School Catchment Areas](#), online at [www.york.gov.uk](http://www.york.gov.uk) and upon request from the School 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.

- 10 Where it is determined by the admissions authority that there is not an available place, this will be because it is the view of the admissions 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.
- 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 Services team by email [education@york.gov.uk](mailto:education@york.gov.uk), online at [www.york.gov.uk/schooladmissions](http://www.york.gov.uk/schooladmissions) 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 in the care of a local authority and all children who have been adopted from local authority care (subject to an adoption, residence or special guardianship order);
- 2 **Children who live within the catchment area normally served by the preferred school, with a sibling at the preferred school at the time of admission.** Catchment areas are designated by the Local Authority and are made available to parent/carers in the [Guide to School Catchment Areas](#), online at [www.york.gov.uk](http://www.york.gov.uk), and upon request from the School Services team. Siblings are defined as brothers or sisters living in the same house, as their primary place of residence (including half- and step-brothers or sisters);
- 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 to School Catchment Areas](#), online at [www.york.gov.uk](http://www.york.gov.uk), and upon request from the School Services team;
- 4 **Children considered by the admissions authority to have exceptional social or medical needs which relate to the preferred school.** The admissions authority may consult with other medical or educational professionals for a further opinion as to whether the child should be allocated a place at the preferred school due to a particular medical condition or social need;

- 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- and step-brothers or sisters);
- 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 entrance of the school.

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

For example, for two children who are both resident in the catchment area 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).

In the unlikely case of identical distances under the sixth priority, the applications will be ordered randomly by the Authority's admissions software.

## C Appeals

- 1 Applicants refused a place at a school have the right of appeal. Appeals are heard by an independent appeals panel and their decisions are legally binding. Applicants who wish to appeal should contact the School Services team to request the correct appeal form. 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.

## F Waiting List

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

Should applicants wish to remain on a waiting list for a future school year, they should submit a new application 20 school days before the end of the current school year.

- 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 admissions 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 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. Applicants will 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 School Services  
West Offices,  
Station Rise,  
York YO1 6GA  
01904 551554  
education@york.gov.uk

## H City of York Community and Voluntary Controlled Schools

Acomb Primary (Community, 5-11)  
Archbishop of York's CE Junior (Voluntary Controlled, 7-11)  
Badger Hill Primary (Community, 5-11)  
Bishopthorpe Infant (Community, 5-7)  
Burton Green Primary (Community, 5-11)  
Canon Lee School (Community, 11-16)  
Carr Infant (Community, 5-7)  
Carr Junior (Community, 7-11)  
Clifton Green Primary (Community, 5-11)

Clifton with Rawcliffe Primary (Community, 5-11)  
Copmanthorpe Primary (Community, 5-11)  
Dringhouses Primary (Community, 5-11)  
Dunnington CE Primary (Voluntary Controlled, 5-11)  
Elvington CE Primary (Voluntary Controlled, 5-11)  
Fishergate Primary (Community, 5-11)  
Fulford School (Community, 11-18)  
Headlands Primary (Community, 5-11)  
Hempland Primary (Community, 5-11)  
Hob Moor Community Primary (Community, 5-11)  
Huntington School (Community, 11-18)  
Joseph Rowntree School (Voluntary Controlled, 11-18)  
Knavesmire Primary (Community, 5-11)  
Lakeside Primary (Community, 5-11)  
Lord Deramore's CE Primary (Voluntary Controlled, 5-11)  
Millthorpe School (Community, 11-16)  
Naburn CE Primary (Voluntary Controlled, 5-11)  
Osbalwick Primary (Community, 5-11)  
Park Grove Primary (Community, 5-11)  
Poppleton Road Primary (Community, 5-11)  
Ralph Butterfield Primary (Community, 5-11)  
Rufforth Primary (Community, 5-11)  
Scarcroft Primary (Community, 5-11)  
Skelton 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)  
Tang Hall Primary (Community, 5-11)  
Westfield Primary Community (Community, 5-11)  
Wigginton Primary (Community, 5-11)  
Woodthorpe Primary (Community, 5-11)  
Yearsley Grove Primary (Community, 5-11)  
York High School (Community, 11-16)

[View school contact details](#)