

2016/17
CO-ORDINATED ADMISSION
ARRANGEMENTS

Introduction

The aim of the North Yorkshire Coordinated Primary and Secondary School Admissions Scheme is to provide an open and fair way for considering parental preferences for admission to schools. Our scheme complies with current legislation relating to school admissions and with advice contained in the Department for Education 2012 School Admissions Code.*

The scheme is reviewed annually and is designed to ensure that every child living in North Yorkshire, who is due to start at a North Yorkshire primary school, or transfer to junior or secondary school is offered a single school place on the same day. It aims to ensure that each parental preference is considered equally and parents receive a school place in accordance with their highest ranked preference which is available. This scheme applies to admissions in the normal round but not those that take place in-year. In-year admissions are those made during the academic year and applications for admission to age groups other than the normal year of entry.

North Yorkshire Local Authority will work with Community, Voluntary Controlled, Voluntary Aided, Foundation, Trust primary and secondary schools and Academies within North Yorkshire, to ensure the co-ordinated scheme operates as smoothly as possible for parents and we will work closely with our thirteen neighbouring authorities to ensure admission arrangements are co-ordinated. Our 13 neighbouring admission authorities, Voluntary Aided, Foundation, Trust schools and Academies are listed at Appendix 3 and Appendix 4.

After consideration of all parental preferences for all schools with reference to the order in which these are ranked, the Local Authority will notify parents living within North Yorkshire of the offer of one school place on behalf of all admission authorities operating within the co-ordinated admissions scheme.

The detailed arrangements and timetable for co-ordinating school admission with the separate arrangements for secondary and primary schools can be found at Appendices 1 and 2.

Arrangements for In Year admissions can be found at page 21 of this co-ordination document. This document is also available on our website at www.northyorks.gov.uk/admissions

The website includes information about:

- The operation of our admissions schemes for all North Yorkshire Community and Voluntary Controlled schools;
- The timescales and timetable for each admission process;
- The number of allocations made at each school in the previous academic year;
- The number of schools that were oversubscribed resulting in parental appeals and the numbers and outcome of these appeals. This information about allocations and appeals should help parents to assess realistically their likelihood of obtaining a place at their preferred schools.

*A new Admissions Code will be issued by the Department for Education on 19 December 2014

Co-ordination

1. The scheme does not affect the duty of the governing bodies of Academies, Voluntary Aided, Foundation and Trust schools to determine their own admissions policies.
2. The scheme does not apply to a looked after child, a previously looked after child or a child with a statement of Special Educational Needs/E.H.C. Plan naming the school in question.
3. We will receive information of children expressing preferences for our Community, Voluntary Controlled, Voluntary Aided, Foundation and Trust Schools and Academies from neighbouring Local Authorities, which we will process as part of our co-ordinated arrangements along with those for North Yorkshire children.
4. Parents requesting literature on Voluntary Aided, Foundation, Trust schools or Academies or non-North Yorkshire schools will be referred to the appropriate school or admissions authority. Where non-North Yorkshire parents complete our form in error we will forward it to their home authority.
5. We will receive complete ranked lists of all preferences from North Yorkshire Voluntary Aided, Foundation, Trust schools and Academies as well as lists from neighbouring Local Authorities of children to whom they can offer places. We will produce lists of children to whom we can offer places at our Community and Voluntary Controlled Schools. We will inform our neighbouring Local Authorities which of their children can and cannot be offered places at any of our schools.
6. Having received information from other admissions authorities we will allocate places to children living in our area according to the highest ranked preference for which a place is available.
7. Where we cannot meet any of the parental preferences expressed for a North Yorkshire child we will allocate a place at an alternative school with places available after all those preferencing the school have first been allocated a place. This may or may not be the local school and may be some distance from their home.
8. Supplementary Information Forms may need to be completed by parents applying for Voluntary Aided primary or secondary schools.

Admissions Co-ordination 2016

Secondary

North Yorkshire's co-ordinated admissions scheme applies to 5 Voluntary Aided Secondary Schools, 28 Community Secondary schools, 9 Academies and 1 Trust Secondary School.

Primary

1 Foundation Primary, 3 Academy, 48 Voluntary Aided Primary Schools and 261 Voluntary Controlled and Community Primary Schools, 5 Diocesan Authorities and 13 Neighbouring Authorities.

On line applications for school places can be made by logging on to our website at www.northyorks.gov.uk/primaryadmissions or www.northyorks.gov.uk/secondaryadmissions.

Applying for a Primary, Infant, Junior or Secondary School Place

9. Parents can list up to 5 schools in order of preference. Parents should consider including their local school as one of their preferences because if we are unable to meet a higher preference and their normal area school is oversubscribed, we will give children a place at the nearest school with places available which may be some distance from their home.

10. If parents name a school other than their normal area school, they will normally be responsible for transport.

Late Applications

11. Any Common Application Form for school places received after the closing date of 31 October 2015 for secondary schools and 15 January 2016 for primary schools will be considered as a late application unless a reason has been provided that is acceptable to us as the admission authority. Late applications whose reasons have been agreed will be considered along with applications received on time.

12. Applications received after 1 March 2016 for secondary schools or 18 April 2016 for primary schools will be co-ordinated using the same arrangements and criteria as previous applications. The offer of a school place will be made in accordance with our

agreed and published scheme. However applications received after the first day of the school year will be considered as in-year applications.

13. No changes can be made to applications for secondary schools after the 25 January 2016 and to primary applications after 17 March 2016. This includes any changes of address. Any applications received after these dates will only be processed after the allocations dates i.e. 1 March 2016 for secondary applications and the 18 April 2016 for primary applications.

The Offer of a Place

14. No places will be held in reserve for any school.
15. We will contact all parents of North Yorkshire children on 1 March 2016 for Secondary Schools and on the 18 April 2016 for Primary, Infant and Junior Schools, notifying them of the single school place allocated to their child or children.
16. The place offered could be at one of our Community or Voluntary Controlled schools, Voluntary Aided, Foundation, Trust schools or Academies within North Yorkshire or a school in an area served by another Local Authority.

Appeals

17. Where we have been unable to offer a school place listed as a higher preference, parents will be offered the statutory right of appeal against the decision.
18. In such circumstances the offer letter will give the reasons why we have been unable to allocate their other stated preferences. Where the statutory right of appeal is the responsibility of North Yorkshire Local Authority (LA) we will inform the parents where the appeal forms can be located on the NYCC website.
19. Where the responsibility is that of another admissions authority, we will advise parents to contact them to confirm appeal arrangements.
20. Where the LA have multiple appeals for one school these will be grouped appeals unless the authority decides that this would not be appropriate.
21. Parents who have been refused a place at a North Yorkshire school by their home authority will be informed that they should contact us to discuss the appeals process.
22. The outcome of successful admission appeals will lead to further modifications to the original allocation. These changes must again be communicated to other admission authorities (and theirs to us) to enable all authorities to make final adjustments to the allocation.
23. Once appeals have been completed we will communicate with all the schools within our boundary to ensure that they have a correct and up-to-date allocation list.

Waiting Lists

24. A waiting list will be maintained for all oversubscribed Community, Voluntary Controlled, Voluntary Aided, Foundation, Trust Schools and Academies until 31 December 2016. Each child added will require the list to be ranked again in line with the published oversubscription criteria
25. The Local Authority requires the governing body of each, Voluntary Aided, Foundation, Trust School and Academy to update us when places become available unless the Local Authority are maintaining the schools waiting list on their behalf. The co-ordination regulations require that any offer of a school place must always be made by the Local Authority.
26. Where places become available they will be allocated from the waiting list in accordance with the published oversubscription criteria.
27. Where we are able to offer a place to a non-North Yorkshire child from the waiting list we will liaise with their home authority.

Secondary Transfer Scheme 2016/17

28. The secondary scheme enables parents living within North Yorkshire whose children are transferring to secondary school to complete a single application either on-line or in paper form.
29. The parents of Year 5 children who will be Year 7 in September 2016 will be informed by letter via their child's primary school that they will need to apply on line for a school place. They can express up to 5 preferences for admission to any Community, Voluntary Controlled, Voluntary Aided, Foundation, Trust schools and Academies both within North Yorkshire and neighbouring Local Authority area, giving reasons for their preferences where appropriate.
30. Parents without internet access will be informed that they will need to contact the admissions team for a paper copy of the common application form to enable them to apply for a school place for their child.
31. Parents will be informed that supplementary information may also be requested by Voluntary Aided or non-North Yorkshire schools, in order for the school to apply their oversubscription criteria.
32. Common application forms will be required for all transfers at Year 7 as well as transfers to schools who admit children in Year 10.
33. Parents must return their applications by the closing date of 31 October 2015. Every effort is made by the admissions team to ensure that applications are received by the closing date.

34. Parents will not be allowed to change their preferences after 31 October 2015 without a reason that is acceptable to us as the admissions authority. Learning that the child is suitable or not suitable for a selective school will not be considered as an acceptable reason for a change of preference.
35. Parents who wish their children to attend independent schools will be encouraged to tell us. However independent schools are not included in the co-ordinated arrangements. These parents may also wish to apply for a place at a North Yorkshire school.
36. If parents living outside of North Yorkshire enquire about our schools they will be directed to the North Yorkshire County Council website. Parents will be advised to complete a common application form for their home authority.
37. On the common application form parents will need to provide their child's name and residential address. The address provided must be where the child lives permanently. If residency is split, the address provided should be the place where the child lives for the majority of the time. If residency is split equally between two parents, they can nominate the address they wish to use for the allocation of a school place. Confirmation and agreement in writing by both parents will be required.
38. The offer of a single school place will be made on 1 March 2016 and allocation e mails will be sent on that date where requested. For those requesting a letter, these will be sent on that date by second class post.
39. We will offer a place at a North Yorkshire school even if parents have not completed a common application form because we have a duty to ensure a school place is available for every North Yorkshire child.
40. Parents who do not wish to accept a place at a school offered to them must notify the admission authority as soon as possible advising the LA of the alternative provision that is being made. Without this information the place will remain allocated.
41. The timetable for secondary school admissions is attached as Appendix 1 of the Co-ordinated Admissions Arrangements, Secondary Transfer 2016/17.

Selection

42. There are 3 selective grammar schools within North Yorkshire; one of which is a Voluntary Aided boys' school, one a mixed co-educational school and one a girls' school which has Academy Trust status. In addition there are 3 non selective schools in the selective areas of the County.
43. If a child is entered for selection testing, parents must make sure that they name the selective school they would like them to go to on the common application form.

Skipton Selection

44. Places will normally be provided at Ermysted's Grammar School for boys who are deemed suitable for a grammar school education in accordance with the Local Authority's selection scheme and who live in the area served by the primary schools in Beamsley, Bradley, Burnsall, Carleton, Cracoe, Embsay, Gargrave, Grassington, Kettlewell, Kirkby-in-Malhamdale, Skipton, Thornton-in-Craven and Threshfield. Ermysted's Grammar School is a selective grammar school that offers education to boys aged 11 to 18. . Children can only be admitted to Skipton Girls' High School and Ermysted's Grammar School if they have been deemed suitable for a grammar school education. The local authority administers the published selection scheme for boys in the Skipton area.
45. All boys living and attending schools within the area served by the Ermysted's Grammar School will be invited to sit the selection tests. Parents will be required to return a reply slip confirming their attendance or not.
46. The governing bodies of Ermysted's Grammar School (Voluntary Aided) and Skipton Girls' High School (Academy Trust) are responsible for applying their own admissions policies and the Local Authority applies its published co-ordinated admissions arrangements on behalf of these schools.
47. Skipton Girl's High School is a selective grammar school that offers education to girls aged 11 to 18 who are deemed suitable for a grammar school education in accordance with their selection scheme.
48. The Skipton Academy is a non-selective Academy and Upper Wharfedale School is a non-selective secondary school in a selective area offering education for children aged 11 to 16.

Ripon Selection

49. Places will normally be provided at Outwood Academy Ripon and Ripon Grammar School for children who live in the City of Ripon together with the parishes of Aldfield, Azerley, Bishop Monkton, Bridge Hewick, Burton Leonard, Copt Hewick, Eavestone, Givendale, Grantley, Grewelthorpe, Hutton Conyers, Kirkby Malzeard, Laverton, Lindrick, with Studley Royal and Fountains, Littlethorpe, Markenfield Hall, Markington-with-Wallerthwaite, Newby-with-Mulwith, North Stanley with Sleningfird, Sawley, Sharow, Skelding, Skelton, Studley Roger and Winksley.
50. Outwood Academy Ripon is a non-selective Academy in a selective area offering education for children aged 11 to 18. Ripon Grammar School is a selective grammar school that offers an education for children aged 11 to 18. Children can only be admitted to Ripon Grammar School if they have been deemed suitable for a grammar school education, in accordance with the local authority selection scheme. The local authority administers both the published selection scheme and the allocation of school places at Ripon Grammar School as it is a Community School. The Local Authority will apply its published co-ordinated admission arrangements on behalf of both Outwood Academy Ripon and Ripon Grammar School.
51. All children living and attending schools within the area served by the Ripon schools will be invited to sit the selection tests. Parents will be required to return a reply slip confirming if their child will be attending or not.

Selection tests

52. Tests for all forms of selection must be clear and objective and give an accurate reflection of the child's ability or aptitude, irrespective of sex, race or disability. It is for the admission authority to decide the content of the test, providing that the test is a true test of aptitude or ability.
53. The results of these selection tests are used to identify the highest scoring 28% or as close as possible of Year 6 children who live in the Ripon selective area and the highest scoring 28% or as close as possible of Year 6 boys who live in the Skipton selective area. This procedure sets the cut-off mark in each selective area and sets the standard which children in Ripon and boys in Skipton must reach, to be deemed suitable for grammar school education in their local selective area.
54. For us to consider children who live outside the selective area to be deemed suitable for a grammar school education at Ripon Grammar School or Ermysted's Grammar School, they must reach the cut-off mark which is set by the performance of the children who live in the selective area, as explained above.
55. There is no guarantee that children who reach the cut off mark in the selection tests will be allocated a place at a Grammar School. If the school is oversubscribed with children who are deemed suitable for a Grammar School education, places will be allocated using the published oversubscription criteria.
56. The Local Authority ensures that parents are aware that meeting the academic requirements for entry to Ripon Grammar School and Ermysted's Grammar School is not, in itself, a guarantee of a Grammar School place.
57. If a child is refused a place at the school on 1 March 2016, which is the national offer date, parents will be offered their statutory right of appeal for a place at the school.
58. The School Admissions Code 2012*states that local authorities should take all reasonable steps to inform parents of the outcome of selection tests before the closing date for secondary applications on 31st October so as to allow parents time to make an informed choice of school.
59. The Local Authority must ensure that tests are accessible to children with special educational needs and disabilities, having regard to the reasonable adjustments for pupils with a disability required under equalities legislation.

Selection Testing 2016/17

60. Selection testing will take place during September 2015 and the results of selection testing will be sent out to parents on 16 October 2015.

*A new Admissions Code will be issued by the Department for Education on 19 December 2014

Primary Transfer Scheme 2016/17

61. The primary scheme enables parents living within North Yorkshire to complete a single application either on-line or in paper form listing up to five preferences for admission to any primary, infant or junior schools both within North Yorkshire and neighbouring Local Authority areas, giving reasons for their preferences where appropriate.
62. Parents without internet access will be able to contact the Local Authority for a common application form to enable them to apply for a primary school place for their child.
63. If parents list a Voluntary Aided school as a preference the school may request supplementary information in order for them to apply their oversubscription criteria.
64. Parents must complete the common application forms by the deadline of 15 January 2016. Every effort is made by the admissions team to ensure that applications are received by the closing date.
65. Parents will not be allowed to change their preferences after 15 January 2016 without a reason that is acceptable to us as the admissions authority.
66. Parents who wish their children to attend an independent school will be encouraged to tell us. However independent schools are not included in the co-ordinated arrangements. These parents may also wish to apply for a place at a North Yorkshire school.
67. If parents living outside of North Yorkshire enquire about our schools they will be directed to the North Yorkshire County Council website. Parents will be advised to complete a common application form for their home authority.
68. On the common application form parents will need to provide their child's name and residential address. The address provided must be where the child lives permanently. If residency is split between two parents, the address used must be the address where the child lives for the majority of the time. If residency is split equally between two parents, they can nominate the address they wish to use for the allocation of a school place.
69. For primary school applications, all offers must be made on the 18 April 2016.
70. Parents who do not wish to accept a place at a school offered to them must notify the admission authority within 10 working days of the offer being made.
71. Appeals will usually be heard for first admission to schools in June and July of 2016

Appendix 1

North Yorkshire Local Authority

Secondary, Community, Voluntary Controlled, Aided, Foundation, Trust Schools and Academies Timetable 16/17

Date	Activity
July 2015	Parents informed by letter from the LA via child's primary school to apply on-line and details are provided. Parents without internet access to contact the LA for information.
14 August 2014	Closing date for withdrawal of children who are automatically entered for selection testing. Closing date for applications for children who are not automatically entered for selection.
September 2015	Proposed selection testing date for Skipton and Ripon for all children. (to be confirmed)
16 October 2015	Results of selection testing posted to all parents.
31 October 2015	Closing date for return of secondary Common Application Forms.
13 November 2015	Neighbouring Local Authorities to send us details of children in their area who have expressed preferences for schools in North Yorkshire. We send details of children expressing preferences for schools in other Local Authority areas to those authorities for consideration.
20 November 2015	Details of all children who have expressed preferences for North Yorkshire Academies, Voluntary Aided, Foundation and Trust schools to the schools for consideration.
8 January 2016	Information to be returned to us by Voluntary Aided, Foundation and Trust schools on which places they can allocate.
18 January 2016	Send first round of allocation information to other authorities identifying potential offer(s).
1 February 2016	Confirmation of allocations with neighbouring admission authorities including Academies, Voluntary Aided, Foundation and Trust schools.
1 February 2016	Input information from first cycle of exchange of allocation information.
8 February 2016	Second allocation cycle preference information sent to other authorities
15 February 2016	Input allocation information from second cycle and send final allocation information to other authorities of school place offers to be made
18 February 2016	Input final allocation preference information and produce final allocation letters.
1 March 2016	Allocation Day. Send out allocation information to all parents applying for a school place. Inform schools of final allocation.
April 2016 to July 2016	Statutory admission appeals.
16 March 2016 to 31 August 2016	Manual adjustments to allocation and communicating those results to other authorities.
31 December 2016	Closure of waiting lists.

Appendix 2

North Yorkshire Local Authority

Primary for Aided, Community, Voluntary Controlled and Foundation Schools Timetable 2016/17

Date	Activity
September 2015	Information for parents and common application forms are available on the NYCC website for North Yorkshire parents. Parents without internet access to contact the LA for information.
15 January 2016	Closing date for the return of Common Application Forms.
25 January 2016	Neighbouring Local Authorities to send us details of children in their area who have expressed preferences for schools in North Yorkshire (depending on their timetables). We send details of children expressing preferences for schools in other Local Authority areas to those authorities for consideration.
1 February 2016	The education office send out details of all children who have expressed preferences for North Yorkshire Voluntary Aided, Academy, and Trust schools to the schools for consideration.
12 February 2016	Information to be returned to us by Voluntary Aided, Academy and Trust schools on which places they can allocate.
10 March 2016	Send first round of allocation information to other authorities identifying potential offer(s).
17 March 2016	Input information from first cycle of parental preferences.
24 March 2016	Send second allocation cycle information to other authorities
31 March 2016	Input preference information from second cycle and send final allocation information to other authorities.
18 April 2016	Send out allocation information to all North Yorkshire parents. Inform schools of final allocations.
June 2014 to July 2016	Statutory admission appeals.
3 May 2015 to 31 August 2016	Manual adjustments to allocation and communicating those results to other authorities.
31 December 2016	Closure of waiting list.

Appendix 3

Primary Academy and Trust Schools

Great Smeaton Community
Primary School
Great Smeaton
Northallerton
DL6 2EQ Tel No 01609 881349

Thomas Hinderwell Primary Academy
Seamer Road
Scarborough
YO12 4HF Tel 01723 373110

Roseberry Academy
Roseberry Crescent
Great Ayton
Middlesborough
Cleveland
TS9 6EP Tel 01642 722883

Foundation School

Nun Monkton Foundation
Primary School
The Green
NUN MONKTON
York
YO26 8ER
Tel No: 01423 330313

Primary Voluntary Aided Primary Schools

All Saints C of E Primary School
Kirkby Overblow
HARROGATE
North Yorkshire
HG3 1HD
Tel No.01423 872491

All Saints RC Primary School
Green Lane East
THIRSK
North Yorkshire
YO7 1NB
Tel No. 01845 523058

Austwick C of E (VA) Primary
School
AUSTWICK
Lancaster
LA2 8BN
Tel No. 015242 51366

Barkston Ash Catholic Primary School
London Road
Barkston Ash
TADCASTER
North Yorkshire
LS24 9PS
Tel No 01937 557373

St Mary's C of E Primary School
Bolton-on-Swale
Scorton
RICHMOND
North Yorkshire
Tel No. 01748 818401

Burneston C of E (VA) Primary School
BURNESTON
Bedale
North Yorkshire
DL8 6BP
Tel No. 01677 423183

Burnsall VA Primary School
BURNSALL
Skipton
North Yorkshire
BD23 6BP
Tel No. 01756 720273

Carleton Endowed School
Carleton
SKIPTON
North Yorkshire
BD23 3DE
Tel No. 01756 792910

Cawood C of E VA Primary
School
Broad Lane
CAWOOD
Selby
North Yorkshire
YO8 3SQ
Tel No. 01757 268368

Egton C of E VA Primary School
EGTON
Whitby
North Yorkshire
YO21 1UT
Tel No. 01947 895369

Horton in Ribblesdale C of E VA
Primary School
HORTON-IN-RIBBLESDALE
Settle
North Yorkshire
BD24 0EX
Tel No. 01729 860282

Kirkby in Malhamdale United VA
Primary School
KIRKBY MALHAM
Skipton
North Yorkshire
Tel No. 01729 830214

Long Preston Endowed VA
Primary School
School Lane
LONG PRESTON
Skipton
North Yorkshire
BD23 4PN
Tel No. 01729 840377

Burnt Yates C of E Primary School
Burnt Yates
HARROGATE
North Yorkshire
HG3 3RW
Tel No. 01423 770586

Carlton and Faceby C of E VA Primary School
CARLTON-IN-CELEVELAND
Middlesbrough
Cleveland TS9 7BB
Tel No. 01642 712340

Dacre Braithwaite Cof E Primary
School
SUMMERBRIDGE
Harrogate
North Yorkshire
HG3 4AN
Tel no. 01423 780285

Farnley C of E VA Primary School
Farnley Lane
FARNLEY
Otley
West Yorkshire
LS21 2QJ
Tel No. 01943 463306

Ingleby Arncliffe C of E VA Primary School
INGLEBY ARNCLIFFE
Northallerton
North Yorkshire
DL6 3NA
Tel No. 01609 882432

Kirkby & Great Broughton C of E VA Primary
School
KIRKBY-IN-CLEVELAND
Middlesbrough
TS9 7AL
Tel No. 01642 714707

Marton cum Grafton C of E VA
Primary School
Reas Lane
MARTON-CUM-GRAFTON
York
YO51 9QB
Tel No. 01423 322355

Masham C of E VA Primary
School
1 Millgate
MASHAM
Ripon
North Yorkshire
HG4 4EG
Tel No. 01765 689200

Michael Syddall C of E (Aided) Primary School
Mowbray Road
CATTERICK VILLAGE
Richmond
North Yorkshire
DL10 7LH
Tel No. 01748 818485

Middleham C of E Aided School
Park Lane
MIDDLEHAM
Leyburn
North Yorkshire
DL8 4QX
Tel No. 01969 623592

Rathmell C of E (VA) Primary School
Hesley Lane
RATHMELL
Settle
North Yorkshire
BD24 0LA
Tel No. 01729 840360

Richard Taylor C of E Primary
School
Bilton Lane
HARROGATE
North Yorkshire
HG1 3DT
Tel No. 01423 563078

Ripon Cathedral CE Primary
School
Priest Lane
RIPON
North Yorkshire
HG4 1LT
Tel No. 01765 602355

Sacred Heart RC Primary School
Broomfield Avenue
NORTHALLERTON
North Yorkshire
DL7 8UL
Tel No. 01609 780971

St Benedict's RC Primary School
Back Lane
AMPLEFORTH
York
YO62 4DE
Tel No. 01439 788340

St George's RC Primary School
Overdale Road
Eastfield
SCARBOROUGH
North Yorkshire
YO11 3RE
Tel No. 01723 58353

St Hedda's RC Primary School
EGTON BRIDGE
Whitby
North Yorkshire
YO21 1UX
Tel No. 01947 895361

St Hilda's RC Primary School
Waterstead Lane
WHITBY
North Yorkshire
YO21 1PZ
Tel No. 01947 603901

St Joseph's Catholic Primary
School
Colber lane
BISHOP THORNTON
Harrogate
North Yorkshire
HG3 3JR
Tel No. 01423 770083

St Joseph's Catholic Primary School
Coppice Rise
HARROGATE
North Yorkshire
HG1 2DP
Tel No. 01423 562650

St Joseph's Catholic Primary
School
Swainsea Lane
PICKERING
North Yorkshire
YO18 8AR
Tel No. 01751 473102

St Joseph's Catholic Primary School
Station Road
TADCASTER
North Yorkshire
LS24 9JG
Tel No. 01937 832344

St Martin's C of E VA Primary
School
Holbeck Hill
SCARBOROUGH
North Yorkshire
YO11 3BW
Tel No. 01723 360239

St Mary's Catholic Primary School
Tentergate Road
KNARESBOROUGH
North Yorkshire
HG5 9BG
Tel No. 01423 867038

St Mary's RC Primary School
Highfield Road
MALTON
North Yorkshire
YO17 7DB
Tel No. 01653 692274

St Mary's RC Primary School
Cross Lanes
RICHMOND
North Yorkshire
DL1 7DZ
Tel No. 01748 821124

St Mary's Catholic Primary
School
Baffam lane
SELBY
North Yorkshire
YO8 9AX
Tel No. 01757 706616

St Peter's C of E VA Primary School
BRAFFERTON
Helperby
York
YO61 2PA
Tel No. 01423 360250

St Peter & St Paul RC Primary
School
Richmond Road
LEYBURN
North Yorkshire
DL8 5DL
Tel No. 01969 622351

St Peter's RC Primary School
North Leas Avenue
SCARBOROUGH
North Yorkshire
YO12 6LX
Tel No. 01723 372720

St Robert's Catholic Primary
School
Ainsty Road
HARROGATE
North Yorkshire
HG1 4AP
Tel No. 01423 504730

St Stephen's Catholic Primary School
Gargrave Road
SKIPTON
North Yorkshire
BD23 1PJ
Tel No. 01756 793787

St Wilfrid's Catholic Primary
School
Church lane
RIPON
North Yorkshire
HG4 2ES
Tel No. 01765 603232

Swainby and Potto C of E VA Primary School
Claver Close
SWAINBY
Northallerton
North Yorkshire DL6 3DH
Tel No. 01642 700518

Terrington C of E VA Primary
School
TERRINGTON
York
YO60 6NS
Tel No. 01653 6483340

The Boyle & Petyt Primary School
Harrogate Road
BEAMSLEY
Skipton
North Yorkshire
BD23 6HE Tel No. 01756 710378

Appendix 4

Our thirteen neighbouring admission authorities, Voluntary Aided, Academies, Foundation and Trust secondary schools are listed below:

Academies/ Trust Secondary Schools:

Skipton Girls' High School
Gargrave Road
Skipton
North Yorkshire, BD23 1QL Tel. 01756
707600

South Craven School
The Technology & Engineering College
Holme Lane
Cross Hills, Keighley
West Yorkshire, BD20 7RL Tel. 01535
632861

George Pindar Community Sports College
Eastfield,
Scarborough
YO11 3LX Tel. 01723 582194

St Aidan's C of E High School
Oatlands Drive
HARROGATE
North Yorkshire
HG2 8JR Tel 01423 885814

Norton College
Langton Road
Norton
Malton
YO17 9PT Tel. 01653 693296

Rossett School
Green Lane
Harrogate
HG2 9JP Tel. 01423 564444

Harrogate Grammar School
Arthurs Avenue
Harrogate
HG2 0DZ Tel. 01423 531127

Harrogate High School
Ainsty Road
Harrogate
HG1 4AP Tel. 01423 548800

Outwood Academy Ripon
Clotherholme Road
Ripon
HG4 2DE Tel. 01765 604564

The Skipton Academy
Gargrave Road
Skipton
BD23 1UQ Tel. 01756 792965

Voluntary Aided Secondary Schools

Holy Family Catholic High School
Longhedge Lane,
CARLTON
Goole
East Yorkshire
DN14 9 NS
Tel No. 01405 860276

St Augustine's RC School
Sandybed Lane
Off Stepney Hill
Scarborough
North Yorkshire
YO12 5LH
Tel No. 01723 363280

St Francis Xavier School
Darlington Road
RICHMOND
North Yorkshire
DL10 7DA
Tel No. 01748 823414

St John Fisher Catholic High
School
Hookstone Drive
HARROGATE
North Yorkshire
HG2 8PT
Tel No. 01423 887254

Ermysted's Grammar School
Gargrave Road
SKIPTON
North Yorkshire
BD23 1PL
Tel No. 01756 792186

Appendix 5

Neighbouring Local Authorities

Bradford

Pupil Access Manager
Education Bradford
Future House, Bolling Road
BRADFORD
BD4 7EB
Tel No: 01274 385604

Cumbria

Corporate Director – Pupils Services
5 Portland Square
CARLISLE
CA1 1PU
Tel No. 01228 606877

Darlington

Pupils's Information Service
Town Hall,
Feethams
DARLINGTON
L1 5QT Tel No. 01325 380651

Doncaster

Director of Education and Culture
Admissions and Pupil Services
The Council House
College Road
DONCASTER DN1 3AD
Tel No. 01302 737204/727234

Durham

School Admissions
Education Offices
County Hall
DURHAM
DH1 5UJ
Tel No. 0191 383 3115

East Riding of Yorkshire

Admissions Team
Pupils, Family & Adult Services
County Hall,
BEVERLEY
HU17 9BA
Tel No.01482 392130/392131/392132

Lancashire

Director of Education
PO Box 61,
County Hall
PRESTON
PR1 0LD
Tel No. 01772 254868

Leeds

Admissions & Transport Team
Leeds Education
10th Floor West
Merrion House
LEEDS LS2 8DT
Tel No. 0113 2475729

Middlesbrough

Corporate Director, Families and
Learning
Middlesbrough Council
PO Box 69, First Floor
Vancouver House
Gurney Street
MIDDLESBROUGH
TS1 1 EL
Tel No. 01642 728092

Redcar and Cleveland

School Admissions
Redcar and Cleveland Borough
Council, Council Offices
PO Box 83, Kirkleatham Street
REDCAR
TS10 1YA
Tel No. 01642 444108

Stockton on Tees

School Admissions
Stockton-on-Tees Borough
Council
PO Box 228,
Municipal Buildings, Church Road
STOCKTON ON TEES
TS18 1XE
Tel No. 01642 526605

Wakefield

School Admissions
County Hall,
WAKEFIELD
WF1 2QL
Tel No. 01924 305616/305617

York

Education Access Team
Learning, Culture and Pupil
Services
City of York Council
Mill House
North Street
YORK YO1 6JD
Tel No. 01904 554248/554239

CO-ORDINATED ADMISSION ARRANGEMENTS

PRIMARY & SECONDARY IN-YEAR ADMISSIONS 2016/17

Introduction

1. In-year admissions are those which occur outside of the normal admissions round. The normal admissions round refers to admissions which admit children into infant, junior, primary, middle or secondary school in the first year of entry. These applications become in-year if they are submitted on or after the first day of the first school term of the admission year.
2. There is no requirement for Local Authorities to co-ordinate in-year applications from the offer year 2014/15 and all subsequent years but they must provide information on their website to show how in-year applications can be made and will be dealt with. Local Authorities must, on request, provide information to a parent about the places available in all schools within its area. A preference form should be completed by parents when applying for a school place for their child at any Community or Voluntary Controlled school within North Yorkshire. A preference form will also need to be completed for any Voluntary Aided, Foundation, Trust primary and secondary schools and Academies that have agreed North Yorkshire Local Authority will continue co-ordinating in-year admissions on their behalf. Any parent can apply for a place for their child at any time to any school.
3. In determining applications for school places outside the normal admissions round, whether in-year or at the start of a school year which is not a normal point of entry to the school, admission authorities must comply with parental preference unless the published oversubscription criteria or one of the statutory reasons for refusing admission applies.
4. All applications outside of the normal admissions round for Community, Voluntary Controlled and any Voluntary Aided, Foundation, Trust, primary and secondary schools and Academies that have agreed to continue co-ordinating with North Yorkshire Local Authority will be processed and if applicable offered by the Local Authority. Schools that are their own admission authority and are not continuing to co-ordinate in-year admissions with North Yorkshire Local Authority must communicate the availability of places to the Local Authority when requested and must, when in receipt of an in-year application notify the Local Authority of both the application and its outcome. The Admission Authority must also inform parents of their right to appeal against the refusal of a school place.
5. The in-year co-ordinated scheme does not apply to a looked after child, a previously looked after child or a child with a statement of Special Educational Needs naming the school in question, as these children must be admitted.
6. Each Local Authority must have a Fair Access Protocol, agreed with the majority of schools in its area 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. There is no duty for Local Authorities or admission authorities to comply with parental preference when allocating places through the Fair Access Protocol.
7. Parents who do not wish to accept a place at a school offered to them must notify the admission authority within 2 weeks of the offer being made.

Applying for a school place

8. North Yorkshire Local Authority in-year preference forms should be completed by parents living or moving into North Yorkshire requesting a place at any North Yorkshire primary or secondary school. Proof of residency may be required.
9. If a child already attending a North Yorkshire school wishes to transfer to another school, parents should, in the first instance discuss the transfer with the current school that the child attends.
10. Where UK passport holders or EU passport holders apply for a school place whilst living abroad, the application will be processed whilst they are still abroad up to 6 weeks in advance of the requested start date. For non EU residents applications will be processed on their arrival in the UK. Exceptions to this would be when an application is received from a forces family which is accompanied by a posting order/assignment order or an official letter that declares a relocation date and a unit postal address or an area address. We would accept a UK address from parents living abroad if they have an address in the UK and they can provide proof that they lived at that address immediately prior to their move abroad and will be returning to that same property.
11. When we receive an in-year preference form from a parent living in North Yorkshire requesting any North Yorkshire school, we will process the form by attempting to comply with the parent's highest ranked preference of school. We will liaise with the school listed as their highest preference.
12. If we are able to allocate the highest ranked preference on the form we will send an offer of that school place to the parent. If we are unable to allocate a place we will offer the statutory right of appeal and will then consider other schools listed in order of preference and will offer a place at one of those schools if possible. If we are unable to do so we will again offer parents the statutory right of appeal or ask that the governors of Voluntary Aided, Foundation or Trust schools who have agreed for North Yorkshire Local Authority to co-ordinate in-year admissions do so. Parents can appeal for a place at an Academy and would need to contact the Local Authority for information on how to do so.
13. When we receive a request for a place in the normal year of entry if the school is oversubscribed a waiting list will be maintained by the relevant admission authority until 31 December 2016.
14. We require a reply within 5 working days from schools informing us if they are able to accommodate additional children. If they are oversubscribed we will offer parents the statutory right of appeal.
15. Voluntary Aided schools may require parents to complete a supplementary information form available from the school before a school place can be considered.
16. If parents name a school other than their normal area school, they will normally be responsible for transport.