



North

**Yorkshire County Council**

Children and Young People's Service

2019/20  
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 2014 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 school year and applications for admission to age groups other than the normal year of entry.

North Yorkshire Local Authority (LA) will work with Community, Voluntary Controlled, Voluntary Aided, Foundation, Trust primary and secondary schools and Academies including Free Schools 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 LA 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 18 of this co-ordination document. This document is also available on our website at [www.northyorks.gov.uk/admissions](http://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 school 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.

## Co-ordination

1. The scheme does not affect the duty of the governing bodies of Academies including Free Schools, Voluntary Aided, Foundation and Trust schools to determine their own admissions policies.
2. We will receive information of children expressing preferences for our Community, Voluntary Controlled, Voluntary Aided, Foundation and Trust Schools and Academies including Free Schools from neighbouring LAs, which we will process as part of our co-ordinated arrangements along with those for North Yorkshire children.
3. Parents requesting literature on Voluntary Aided, Foundation, Trust schools or Academies including Free Schools 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.
4. We will receive complete ranked lists of all preferences from North Yorkshire Voluntary Aided, Foundation, Trust schools and Academies including Free Schools 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 LAs which of their children can and cannot be offered places at any of our schools.
5. 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.
6. 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.
7. Supplementary Information Forms may need to be completed by parents applying for Voluntary Aided primary or secondary schools or Academies including Free Schools.

## Admissions Co-ordination 2018

### **Secondary**

North Yorkshire's co-ordinated admissions scheme applies to 5 Voluntary Aided Secondary Schools, 20 Community Secondary schools, 1 Voluntary Controlled, 15 Academies, 1 Trust Secondary School and 1 Free School.

### **Primary**

1 Foundation Primary, 47 Academy, 38 Voluntary Aided Primary Schools, 100 Voluntary Controlled and 120 Community Primary Schools.

We co-ordinate with 4 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](http://www.northyorks.gov.uk/primaryadmissions) or [www.northyorks.gov.uk/secondaryadmissions](http://www.northyorks.gov.uk/secondaryadmissions).

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

8. 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.
9. If parents name a school other than their catchment area school, they will be responsible for transport under the terms of the Home to School Transport Policy.

## Late Applications

10. Any Common Application Form for school places received after the closing date of 31 October 2018 for secondary schools and 15 January 2019 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.
11. Applications received on or after 1 March 2019 for secondary schools or 16 April 2019 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.

12. No changes can be made to applications for secondary schools after the 25 January 2019 and to primary applications after 8 March 2019. This includes any changes of address. Any applications received after these dates will only be processed after the allocations dates i.e. 1 March 2019 for secondary applications and the 16 April 2019 for primary applications.

## The Offer of a Place

13. No places will be held in reserve for any school.

14. We will contact all parents of North Yorkshire children on 1 March 2019 for Secondary Schools and on the 16 April 2019 for Primary, Infant and Junior Schools, notifying them of the single school place allocated to their child or children.

15. The place offered could be at one of our Community or Voluntary Controlled schools, Voluntary Aided, Foundation, Trust schools or Academies including Free Schools within North Yorkshire or a school in an area served by another LA.

## Appeals

16. 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.

17. In such circumstances the offer letter or email 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 LA we will inform the parents where the appeal forms can be located on the NYCC website.

18. Where the responsibility is that of another admissions authority, we will advise parents to contact them to confirm appeal arrangements.

19. Where the LA has multiple appeals for one school these will be grouped appeals unless the authority decides that this would not be appropriate.

20. 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.

21. 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.

22. 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

23. A waiting list will be maintained for all oversubscribed Community, Voluntary Controlled, Voluntary Aided, Foundation, Trust Schools and Academies including Free Schools until 31 December 2019.  
Each child added will require the list to be ranked again in line with the published oversubscription criteria.
24. The LA requires the governing body of Voluntary Aided, Foundation, Trust School and Academies including Free Schools to update us when places become available unless the LA 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 LA.
25. Where places become available they will be allocated from the waiting list in accordance with the published oversubscription criteria. The school admissions team will offer the place to the child at the top of the waiting list. Parents will have five working days to reply before the place is offered to another child. If North Yorkshire Council, after using all advised contact details, is unable to contact a successful applicant to offer a place, the available place will be offered to the next child who qualifies for that place from the waiting list. The authority will confirm, in writing, that your child has been removed from the waiting list. Should you wish for your child (ren) to be placed back on the waiting list you would need to notify the LA in writing. It is the applicant's responsibility to keep the authority informed of updated contact and address details.
26. If you change address whilst your child is on a waiting list, you need to send evidence of your new address. If your new address affects your child's position(s) on any waiting list(s), then they will be changed accordingly
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 2019/20

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 6 children who will be Year 7 in September 2019 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 including Free Schools both within North Yorkshire and neighbouring LA 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, Academies including Free Schools 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. Applications for any other year group, apart from the normal year of entry (Year 7) will be dealt with as in-year applications.
33. Parents must return their applications by the closing date of 31 October 2018.
34. Parents will not be allowed to change their preferences after 31 October 2018 without a reason that is acceptable to the admission authority.
35. Parents who wish their children to attend independent schools will be encouraged to tell us. 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 school week (Monday to Friday). 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 2019 and allocation emails will be sent on that date. For those who have completed a paper application or requested a letter, letters 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 in writing 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 at Appendix 1 of the Co-ordinated Admissions Arrangements, Secondary Transfer 2019/20.

## Selection

42. There are 3 selective grammar schools within North Yorkshire; a Voluntary Aided boys' school, a mixed co-educational school and a girls' school which has Academy Trust status.
43. If a child is entered for selection testing, parents must make sure that they name the selective school they would like them to attend 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 LA'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 Ermysted's Grammar School if they have been deemed suitable for a grammar school education. The LA administers the published selection scheme for boys in the Skipton area.
45. All boys living and attending schools within the area served by Ermysted's Grammar School will be invited to sit the selection tests. Parents will be required to return a reply slip.
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 LA applies its published co-ordinated admissions arrangements on behalf of these schools.
47. Skipton Girls' 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 Stainley 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 LA selection scheme. The LA administers both the published selection scheme and the allocation of school places at Ripon Grammar School as it is a community school. The LA 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.

### **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 LA 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 2019, parents will be offered their statutory right of appeal for a place at the school.
58. The School Admissions Code 2014 states that LAs should take all reasonable steps to inform parents of the outcome of selection tests before the closing date for secondary applications on 31<sup>st</sup> October so as to allow parents time to make an informed decision when selecting their preferences.
59. The LA 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 2019/20

60. Selection testing will take place on 8 and 15 September 2018 and the results of selection testing will be sent out to parents on 12 October 2018.
61. Late tests will take place on designated dates during the year. There will be dates set in January for any children moving into the area or for any children where there is a genuine reason that is agreed by the LA. Any other late tests will take place in April June and August.

## Primary Transfer Scheme 2019/20

62. 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 LA areas, giving reasons for their preferences where appropriate.
63. Parents without internet access will be able to contact the LA for a common application form to enable them to apply for a primary school place for their child.
64. If parents list a Voluntary Aided school or Academy including Free Schools as a preference the school may request supplementary information in order for them to apply their oversubscription criteria.
65. Parents must return the common application forms by the deadline of 15 January 2019.
66. Parents will not be allowed to change their preferences after 15 January 2019 without a reason that is acceptable to the admission authority.
67. Parents who wish their children to attend an independent school will be encouraged to tell us. 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.
68. 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.
69. 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 school week (Monday to Friday). Confirmation and agreement in writing from both parents will be required.
70. For primary school applications, all offers must be made on the 16 April 2019.
71. Parents who do not wish to accept a place at a school offered to them must notify the admission authority as soon as possible in writing advising the LA of the alternative provision that is being made. Without this information the place will remain allocated.
72. Appeals will usually be heard for first admission to schools in June and July of 2019.

## Appendix 1

### North Yorkshire Local Authority

### Secondary, Community, Voluntary Controlled, Aided, Foundation, Trust Schools and Academies Timetable 19/20

Date	Activity
22 July 2018	Closing date for applications to sit the selection tests for children who are not automatically entered for selection. Closing date for withdrawal of children who are automatically entered for selection testing.
September 2018	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.
September 2018	Application round to apply for a secondary school place will open
8 and 15 September 2018	Proposed selection testing date for Skipton and Ripon for all children (to be confirmed)
12 October 2018	Results of selection testing posted to all parents.
31 October 2018	Closing date for return of secondary Common Application Forms.
12 November 2018	Neighbouring LAs 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 LA areas to those authorities for consideration.
19 November 2018	Details of all children who have expressed preferences for North Yorkshire Academies, Voluntary Aided, Foundation and Trust schools sent to the schools for consideration.
14 January 2019	Information to be returned to us by Voluntary Aided, Foundation and Trust schools on which places they can allocate.
21 January 2019	First round of allocation information sent to other authorities identifying potential offer(s).
1 February 2019	Confirmation of allocations with neighbouring admission authorities including Academies, Voluntary Aided, Foundation and Trust schools.
1 February 2019	Input information from first cycle of exchange of allocation information.
8 February 2019	Second round of allocation information sent to other authorities
15 February 2019	Input allocation information from second cycle and send final allocation information to other authorities of school place offers to be made
20 February 2019	Input final allocation preference information and produce final allocation letters.
1 March 2019	National offer day. Send out allocation information to all parents applying for a school place. Inform schools of final allocation.
18 March 2019 to 31 August 2019	Manual adjustments to allocation and communicating those results to other authorities.
April 2019 to July 2019	Statutory admission appeals. These dates may vary
31 December 2019	Closure of waiting lists.

## Appendix 2

### North Yorkshire Local Authority

### Primary for Aided, Community, Voluntary Controlled and Foundation Schools and Academies Timetable 2019/20

Date	Activity
September 2018	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 2019	Closing date for the return of Common Application Forms.
22 January 2019	Neighbouring LAs 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 LA areas to those authorities for consideration.
29 January 2019	The LA send out details of all children who have expressed preferences for North Yorkshire Voluntary Aided, Academy, and Trust schools to the schools for consideration.
11 February 2019	Information to be returned to us by Voluntary Aided, Academy and Trust schools on which places they can allocate.
11 March 2019	Send first round of allocation information to other authorities identifying potential offer(s).
18 March 2019	Input information from first cycle of parental preferences.
25 March 2019	Send second allocation cycle information to other authorities
29 March 2019	Input preference information from second cycle and send final allocation information to other authorities.
16 April 2019	National offer day. Send out allocation information to all North Yorkshire parents. Inform schools of final allocations.
3 May 2019 to 31 August 2019	Manual adjustments to allocation and communicating those results to other authorities.
June 2019 to July 2019	Statutory admission appeals. These dates may vary
31 December 2019	Closure of waiting list.

## Appendix 3

### Primary Academy and Trust Schools

Askwith Community Primary School, Askwith, Otley, North Yorkshire, LS21 2HX Tel: 01943 462896	Aspin Park Academy Wetherby Road, Knaresborough, North Yorkshire, HG5 8LQ Tel: 01423 863920
Barton CE Primary School Silver Street, Barton, Richmond, North Yorkshire DL10 6LJ Tel: 01325 377246	Bilton Grange Community Primary School, Bilton Lane, Harrogate, North Yorkshire, HG1 3BA Tel: 01423 502375
Brotherton & Byram Community Primary School, Low Street, Brotherton, Knottingley, West Yorkshire, WF11 9HQ Tel: 01977 672676	Camblesforth Community Primary Academy, Mill Lane, Camblesforth, Selby, North Yorkshire, YO8 8HW Tel: 01757 618249
Coppice Valley Primary School, Knapping Hill, Harrogate, North Yorkshire, HG1 2DN Tel: 01423 563760	East Cowton CE Primary School East Cowton, Northallerton, North Yorkshire, DL7 0BD Tel: 01325 378347
Eppleby Forcett CE Primary School Eppleby, Richmond, North Yorkshire DL11 7AY Tel: 01325 718298	East Whitby Primary Academy Stainsacre Lane, Whitby, North Yorkshire YO22 4HU Tel: 01947 895369
Filey CE Infant & Nursery Academy Padbury Avenue, Filey, North Yorkshire YO14 0BA Tel: 01723 513077	Forest of Galtres Anglican/Methodist Primary School, Station Lane, Shipton by Beningbrough, York, YO30 1AG
Great Smeaton Academy Primary School, Great Smeaton, Northallerton DL6 2EQ Tel: 01609 881349	Hampsthwaite CE Primary Church Lane, Hampsthwaite, Harrogate, North Yorkshire, HG3 2EZ Tel: 01423 771336
Hawes Primary School, Town Head, Hawes, North Yorkshire DL8 3RQ Tel: 01969 667308	Hookstone Chase Primary School Hookstone Chase, Harrogate North Yorkshire, HG2 7DJ Tel: 01423 886026
Kirkby Fleetham CE Primary School Kirkby Fleetham, Northallerton, North Yorkshire DL7 0SA Tel: 01609 748431	Leyburn Primary School Wensleydale Avenue, Leyburn, North Yorkshire DL8 5SD Tel: 01969 623187
Lothersdale Primary School, Lothersdale, Keighley, West Yorkshire, BD20 8HB Tel: 01535 632510	Meadowside Primary Academy, Halfpenny Lane, Knaresborough, North Yorkshire, HG5 0SL 01423 866207
Middleton Tyas CE Primary School Kneeton Lane, Middleton Tyas, Richmond, North Yorkshire DL10 6SF Tel: 01325 377285	New Park Primary Academy Skipton Road, Harrogate North Yorkshire HG1 3HF Tel: 01423 503011
North Rigton CE Primary School Hall Green Lane, North Rigton, Leeds LS17 0DW Tel: 01423 734540	Oatlands Infant School Hookstone Road, Harrogate, North Yorkshire, HG2 8BT Tel: 01423 871036
Oatlands Community Junior School, Beechwood Grove, Harrogate, North Yorkshire, HG2 8QP Tel: 01423 872827	Pannal Primary School Pannal Green, Pannal, Harrogate North Yorkshire, HG3 1LH Tel: 01423 872407



Ravensworth CE Primary School Ravensworth, Richmond, North Yorkshire DL11 7ET Tel: 01325 718375	Richard Taylor Church of England Primary School, Bilton Lane, Harrogate North Yorkshire, HG1 3DT Tel: 01423 886026
Richmond CE Primary School Frances Road, Richmond North Yorkshire DL10 4NF Tel: 01748 822104	Roseberry Academy Roseberry Crescent, Great Ayton, Middlesborough, Cleveland, TS9 6EP Tel: 01642 722883
Rossett Acre Primary School Pannal Ash Road, Harrogate HG2 9PH Tel: 01423 561579	Selby Community Primary School Flaxley Road, Selby, North Yorkshire YO8 4DL Tel: 01757 703817
St Joseph's Catholic Primary School, Harrogate, A Voluntary Academy, Coppice Rise, Harrogate, North Yorkshire, HG1 2DP Tel: 01423 562650	St Mary's Primary School Knaresborough, A Voluntary Catholic Academy, Tentergate Road, Knaresborough, North Yorkshire, HG5 9BG Tel: 01423 864631
St Peter's Church of England Primary School, Belford Road, Harrogate North Yorkshire, HG1 1JA Tel: 01423 569684	St Stephen's Catholic Primary School and Nursery, A Voluntary Academy, Gargrave Road, Skipton, North Yorkshire, BD23 1PJ Tel: 01756 668395
Staynor Hall Primary Academy Staynor Link, Selby, North Yorkshire YO8 8GE Tel: 01757 681334	Stokesley Primary School No. 5 Springfield Stokesley, Middlesbrough, TS9 5EW Tel: 01642 711071
Thomas Hinderwell Primary Academy Seamer Road, Scarborough, North Yorkshire. YO12 4HF Tel: 01723 373110	Tockwith CE Primary School Southfield Lane, Tockwith, York, YO26 7RP Tel: 01423 358375
Topcliffe CofE Academy School Lane, Topcliffe, Thirsk, North Yorkshire YO7 3RG Tel: 01845 577412	Western Primary School, Cold Bath Road, Harrogate, North Yorkshire, HG2 0NA Tel: 01423 502737
<i>Carlton Miniott Community Primary School Carlton Miniott, Thirsk, North Yorkshire YO7 4NJ Tel: 01845 522088</i>	<i>Croft CE Primary School South Parade, Croft, Darlington, Co. Durham DL2 2SP Tel: 01325 720528</i>
<i>South Otterington CE Primary School South Otterington, Northallerton DL7 9HD Tel: 01609 776273</i>	<i>Sowerby CP School Topcliffe Road, Sowerby, Thirsk, North Yorkshire YO7 1RX Tel: 01845 523037</i>

## Foundation School

Nun Monkton Foundation Primary School, The Green, NUN MONKTON, York YO26 8ER Tel. 01423 330313	
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## 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	Burnt Yates C of E Primary School Burnt Yates HARROGATE North Yorkshire HG3 3RW Tel No. 01423 770586	Carleton Endowed School Carleton SKIPTON North Yorkshire BD23 3DE Tel No. 01756 792910
Carlton and Faceby C of E VA Primary School CARLTON-IN-CELEVELAND Middlesbrough Cleveland TS9 7BB Tel No. 01642 712340	Cawood C of E VA Primary School Broad Lane CAWOOD Selby North Yorkshire YO8 3SQ Tel No. 01757 268368	Dacre Braithwaite Cof E Primary School SUMMERBRIDGE Harrogate North Yorkshire HG3 4AN Tel no. 01423 780285
Egton C of E VA Primary School EGTON Whitby North Yorkshire YO21 1UT Tel No. 01947 895369	Kirkby in Malhamdale United VA Primary School KIRKBY MALHAM Skipton North Yorkshire Tel No. 01729 830214	Kirkby & Great Broughton CofE VA Primary School KIRKBY-IN-CLEVELAND Middlesbrough TS9 7AL Tel No. 01642 714707
Long Preston Endowed VA Primary School School Lane LONG PRESTON Skipton North Yorkshire BD23 4PN Tel No. 01729 840377	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	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	St Benedict's RC Primary School Back Lane AMPLEFORTH York	St George's RC Primary School Overdale Road Eastfield

DL7 8UL Tel No. 01609 780971	YO62 4DE Tel No. 01439 788340	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 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 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'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 Wilfrid's Catholic Primary School Church lane RIPON North Yorkshire HG4 2ES Tel No. 01765 603232
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	

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

**Trust /Academies Secondary Schools:**

Barlby High School, York Road, Barlby, Selby, North Yorkshire, YO8 5JP Tel: 01757 706161	Ebor Academy Filey, Muston Road, Filey, North Yorkshire, YO14 0HG Tel: 01723 512354
George Pindar Community Sports College Eastfield, Scarborough YO11 3LX Tel: 01723 582194	Harrogate Grammar School Arthurs Avenue, Harrogate HG2 0DZ Tel: 01423 531127
Harrogate High School Ainsty Road, Harrogate HG1 4AP Tel: 01423 548800	Norton College Langton Road, Norton, Malton YO17 9PT Tel: 01653 693296
Richmond School Darlington Road, Richmond, North Yorkshire DL10 7BQ Tel: 01748 850111	Outwood Academy Ripon Clotherholme Road, Ripon HG4 2DE Tel: 01765 604564
Rodillian (Brayton) Academy, Doncaster Road, Brayton, Selby, North Yorkshire, YO8 9QS Tel: 01757 707731	Rossett School Green Lane, Harrogate HG2 9JP Tel: 01423 564444
Scalby School, Fieldstead Crescent, Newby, Scarborough North Yorkshire YO12 6TH Tel: 01723 362301	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	The Skipton Academy Gargrave Road, Skipton BD23 1UQ Tel: 01756 792965
St Aidan's C of E High School Oatlands Drive, Harrogate North Yorkshire HG2 8JR Tel: 01423 885814	Stokesley School Station Road, Stokesley, Middlesbrough TS9 5AL Tel: 01642 710050

**Voluntary Aided Secondary Schools**

Holy Family Catholic High School Longhedge Lane, CARLTON Goole, East Yorkshire DN14 9NS 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**

<p><b>Bradford</b> Pupil Access Manager Education Bradford Future House, Bolling Road, BRADFORD BD4 7EB Tel No: 01274 385604</p>	<p><b>Cumbria</b> Corporate Director – Pupils Services 5 Portland Square CARLISLE CA1 1PU Tel No. 01228 606877</p>
<p><b>Darlington</b> Pupils’s Information Service Town Hall, Feethams, DARLINGTON DL1 5QT Tel No. 01325 380651</p>	<p><b>Doncaster</b> Director of Education and Culture Admissions and Pupil Services The Council House, College Road DONCASTER DN1 3AD Tel No. 01302 737204/727234</p>
<p><b>Durham</b> School Admissions Education Offices, County Hall DURHAM DH1 5UJ Tel No. 0191 383 3115</p>	<p><b>East Riding of Yorkshire</b> Admissions Team Pupils, Family &amp; Adult Services County Hall, BEVERLEY HU17 9BA Tel No.01482 392130/392131/392132</p>
<p><b>Lancashire</b> Director of Education PO Box 61, County Hall, PRESTON PR1 0LD Tel No. 01772 254868</p>	<p><b>Leeds</b> Admissions &amp; Transport Team Leeds Education, 10<sup>th</sup> Floor West Merrion House, LEEDS LS2 8DT Tel No. 0113 2475729</p>
<p><b>Middlesbrough</b> Corporate Director, Families and Learning Middlesbrough Council PO Box 69, First Floor Vancouver House, Gurney Street MIDDLESBROUGH, TS1 1 EL Tel No. 01642 728092</p>	<p><b>Redcar and Cleveland</b> School Admissions Redcar and Cleveland Borough Council, Council Offices PO Box 83, Kirkleatham Street REDCAR TS10 1YA Tel No. 01642 444108</p>
<p><b>Stockton on Tees</b> School Admissions Stockton-on-Tees Borough Council PO Box 228, Municipal Buildings, Church Road STOCKTON ON TEES TS18 1XE Tel No. 01642 526605</p>	<p><b>Wakefield</b> School Admissions County Hall, WAKEFIELD WF1 2QL Tel No. 01924 305616/305617</p>
<p><b>City of York</b> School Services Children, Education and Communities City of York Council West Offices, Station Rise, YORK YO1 6GA Tel No. 01904 551554</p>	

# CO-ORDINATED ADMISSION ARRANGEMENTS

## PRIMARY & SECONDARY IN-YEAR ADMISSIONS 2019/20

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 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 LAs 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. LAs must, on request, provide information to a parent about the places available in all schools within its area. A preference form must 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 including Free Schools that have agreed North Yorkshire LA 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 including Free Schools that have agreed to continue co-ordinating with North Yorkshire LA will be processed and if applicable offered by the LA. Schools that are their own admission authority and are not continuing to co-ordinate in-year admissions with North Yorkshire LA must communicate the availability of places to the LA when requested and must, when in receipt of an in-year application notify the LA 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. Each LA 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 LAs or admission authorities to comply with parental preference when allocating places through the Fair Access Protocol.
6. Parents who do not wish to accept a place at a school offered to them must notify the admission authority in writing within 2 weeks of the offer being made.



## Applying for a school place

7. North Yorkshire LA in-year preference forms must 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.
8. 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.
9. Where a child is moving within or into North Yorkshire and is unable to attend the previous school and is without a school place, the application will be processed as soon as possible. Where a child already has a school place but is seeking an alternative school without moving, the application will be processed within a timescale that will enable the child to commence at the proposed new school at the start of the next term or half term. If there are more applications than places available for that year group, the oversubscription criteria will be applied.
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 LA to co-ordinate in-year admissions to do so. Parents can appeal for a place at an Academy including Free Schools and would need to contact the LA 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 2019.
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 or Academies including Free 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 catchment school, they will be responsible for transport.

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