

2009/10
**CO-ORDINATED ADMISSION
ARRANGEMENTS**

November 2007

Introduction

The aim of the North Yorkshire Coordinated Primary and Secondary School Admissions Scheme is to provide a fair and appropriate 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 Children, Schools and Families School Admissions Code.

Our coordination arrangements apply as follows:

The secondary arrangements involve our 13 neighbouring Local Authorities plus all schools within North Yorkshire which are their own Admission Authority.

The primary arrangements include all North Yorkshire Primary Schools including those which are their own Admission Authority.

The secondary scheme enables parents living within North Yorkshire whose children are transferring to secondary or starting primary school to complete a single application either on-line or in paper form expressing up to five preferences for admission to any maintained school, both within North Yorkshire and neighbouring Local Authority areas. The primary scheme follows the same principle with the exception that we do not fully coordinate with our neighbouring authorities.

After consideration of all expressed preferences, the Local Authority (LA) will issue to parents living within North Yorkshire the offer of one school place on behalf of all admission authorities operating the coordinated admissions scheme.

Our scheme will ensure that parents only receive one offer of a school place from the admission authorities who participate in the coordination arrangements. Our scheme aims to ensure that each parental preference is considered equally and parents receive a school place in accordance with their highest priority.

The detailed arrangements and timetable of both secondary and primary coordinated schemes can be found at Appendix A and B of this coordination document and in the LA's published Secondary and Primary Guides for Parents as well as on our website at www.n-yorks.gov.uk.

The Primary and Secondary Guides for Parents include information about

- a) Details of the operation of our admissions scheme (including selection at relevant secondary school(s) for all North Yorkshire maintained schools;
- b) The timescales and timetable for each admission process;
- c) Information about the number of allocations made at each school in the previous academic year;

- d) Information about the number of schools which were oversubscribed resulting in parental appeals and the numbers and outcome of these appeals;
- e) This information about allocations and appeals should help parents to assess realistically their likelihood of obtaining a place at their preferred school(s).

Late Applications

Common Application Forms for school places received after the closing date of 24 October 2008 for secondary schools and 9 December 2008 for primary schools will be considered as a late application unless an acceptable reason for lateness is provided. Late applications will be considered after other parents' applications which have been received on time have been processed.

Applications received after 2 March 2009 for secondary schools or 24 April 2009 for primary schools will be coordinated 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. If none of a parents' preferences can be met, the local or nearest school with a place available will be offered and appeals information provided. Waiting lists for oversubscribed schools contain the names of children whose preference could not be complied with. The list of these children is completed using our LA's published oversubscription criteria. Waiting lists will close on 30 September 2009.

Admissions Co-ordination 2009/10

Synopsis

North Yorkshire's coordinated admissions are outlined in the enclosed proposed scheme with its 6 Voluntary Aided Secondary Schools, 1 Foundation Primary, 50 Voluntary Aided Primary Schools, 2 Foundation Secondary, 13 neighbouring Local Authorities, 6 Diocesan Authorities and 277 Voluntary Controlled and Community Primary and 40 Community Secondary Schools, one of which is currently seeking Foundation status, including 5 middle schools deemed secondary.

The new DCSF Code of Practice came into operation in February 2007. This scheme document complies with its recommendations and requirements.

Application for school places can be made by logging on to our website at www.northyorks.gov.uk/primary or secondary admissions.

Secondary Schools

In early June 2008 parents of Year 6 pupils will be provided with a Common Application Form upon which to express up to 5 preferences for admission to all secondary schools, including Voluntary Aided and Foundation schools.

Parents will be requested to return their applications by a closing date of 24th October, 2008. Every effort will be made by the Local Authority to ensure that applications are received by that closing date.

All applications will be processed in accordance with North Yorkshire's Coordinated Admissions Scheme for Secondary Schools. The Local Authority will issue letters to parents offering school places on 2nd March, 2009.

Arrangements are available for parents to make on line applications for admission to school for the 2009/10 school year.

The timetable for secondary school admissions is attached as Appendix A.

Selection

There are within the Local Authority area 3 selective grammar schools; one of which is a voluntary aided boys' school, one a mixed co-educational school and one a girls' school which has foundation status. In addition there are 3 non selective schools in the selective areas of the County.

The Local Authority's selection scheme uses nationally recognised tests from the National Foundation for Education Research which are standardised against the local annual cohort of North Yorkshire children taking these tests for transfer from the primary to secondary phase of education.

The results of the selection tests are used to find the highest scoring 28% (or as close as possible) of Year-6 pupils who live in their local selective area. This sets the cut-off mark in each selective area and sets the standard which pupils must reach, to be considered as suitable for grammar school education in their local selective area.

For us to consider children who live outside the selective area to be suitable for grammar school, they must meet the cut-off mark which is set by the performance of the pupils who live in the area, as set out above.

There is a non statutory review as well as statutory appeal process which parents can utilise if their child(ren) are not considered suitable for selective school education and/or cannot access a place at their preferred selective school because of oversubscription.

It should be noted that the current School Admissions Code allows parents to access their selection test results before submitting their common application form.

The Local Authority also has a scheme which incorporates the relevant Disability Discrimination Act requirements to ensure adequate, appropriate and suitable adjustment(s) can be made for qualifying pupils taking selection tests.

In Year Fair Access Protocol

The Local Authority has agreed an In Year Fair Access protocol with schools in its area since September 2007. This protocol is in line with the Government's 5 Year Strategy for Children and Learners and the Behaviour Improvement Programme. This strategy and programme relates particularly to managing the admission of difficult to place pupils into schools. Details of the scheme are available from North Yorkshire website www.n-yorks.gov.uk

Primary Schools

Admissions

The application procedures for admission to Reception classes in Primary schools are in accordance with the North Yorkshire's Coordinated Admissions Scheme for Primary Schools and are similar to those for Secondary Schools, but with a different timetable for the completion of this process.

Parents of children eligible for admission to reception classes of primary schools will be provided with a common application form by mid October 2008 with a closing date for their return of December 12th 2008.

Parents will be offered their allocated school on 24th April, 2009.

Arrangements will be made for parents to make on line admissions in a similar way to secondary admissions. Details of the exact timing of admission within

an academic year can be obtained from each school. The Local Authority has delegated this responsibility and as such it may vary from school to school. Admissions to schools could be phased during the 2008/9 academic year i.e. in September 2009, Spring 2010, Easter 2010, dependent on each school's arrangements.

The Local Authority will coordinate admissions to the Reception Year as described in the attached timetable Appendix B for all schools including voluntary aided, community, voluntary controlled and foundation primary schools.

November 2007

**CO-ORDINATED ADMISSION
ARRANGEMENTS**

**Secondary Transfer
2009/10**

Introduction

1. The co-ordinated admission scheme is reviewed annually by the LA's Admission Forum and designed to ensure that every child living in North Yorkshire, who is due to transfer to secondary school, is offered a single place on the same day. This scheme applies to admissions in the normal round but not those that take place in-year. In-year admissions are those which occur after the closing of the waiting list at the end of September 2009.
2. The offer of a single place will be made on 2nd March 2009 and allocation letters will be posted on that date.
3. The scheme does not affect the duty of voluntary aided and foundation schools to determine their own admissions policies.
4. The scheme does not apply to children who have a statement of Special Educational Needs naming a particular school as the timetable for admission of these children is determined by the SEN Code of Practice
5. North Yorkshire Local Authority (LA) will work with other admission authorities, including our thirteen neighbouring Local Authorities, voluntary aided and community schools within North Yorkshire listed below, to ensure the co-ordinated scheme operates as smoothly as possible for parents. Our 13 neighbouring admission authorities and six aided and two foundation secondary schools are listed below:

Foundation 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

* At this stage George Pindar CSC have put forward a proposal to acquire Foundation School status with an associated charitable Trust. Currently the school is still a Community School.

Voluntary Aided Secondary Schools

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

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

St Augustine's RC School
Sandybed Lane
Off Stepney Hill
Scarborough
North Yorkshire
YO12 5LH

St Francis Xavier School
Darlington Road
RICHMOND
North Yorkshire
DL10 7DA

St John Fisher Catholic High School
Hookstone Drive
HARROGATE
North Yorkshire
HG2 8PT

Ermysted's Grammar School
Gargrave Road
SKIPTON
North Yorkshire
BD23 1PL

Neighbouring Local Education Authorities

Bradford

Pupil Access Manager
Education Bradford
Future House, Bolling Road
BRADFORD
BD4 7EB

Tel No: 01274 385604

Darlington

Children's Information Service
Town Hall,
Feethams
DARLINGTON
DL1 5QT

Tel No. 01325 380651

Cumbria

Corporate Director – Children
Services
5 Portland Square
CARLISLE
CA1 1PU

Tel No. 01228 606877

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

Lancashire
Director of Education
PO Box 61,
County Hall
PRESTON
PR1 0LD

Tel No. 01772 254868

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

Wakefield
School Admissions
County Hall,
WAKEFIELD
WF1 2QL

Tel No. 01924 305616/305617

East Riding of Yorkshire
Admissions Team
Children, Family & Adult Services
County Hall,
BEVERLEY
HU17 9BA

Tel No.01482 392130/392131/392132

Leeds
Admissions & Transport Team
Leeds Education
10th Floor West
Merrion House
LEEDS LS2 8DT

Tel No. 0113 2475729

North Lincolnshire
Director of Education
North Lincolnshire Council
PO Box 35
Hewson House
Station Road
BRIGG
DN20 8XJ

Tel No. 01724 297241

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

York
Education Access Team
Learning, Culture and Children's
Services
City of York Council
Mill House
North Street
YORK YO1 6JD

Tel No. 01904 554248/554239

Applying for a school place

6. Details of our admission scheme and policy can be found in the 2009-10 Guide for Parents. Parents of North Yorkshire Year 5 children who will be in Year 6 in September 2008 will receive a common application form and a Guide for Parents explaining our procedures in early June 2008. This will enable them to express a preference for a school or schools and to give reasons for their preferences. They will be informed that supplementary information may also be requested by the school if it is an Aided or non-North Yorkshire school, in order for the school to apply their oversubscription criteria.
7. Preferences will be requested for all transfers at Year 7 including those to Middle (deemed Secondary) Schools who admit at Year 6 and those admitting in year 9 or 10. We will have regard to any reasons given by parents for their preferences when applying our oversubscription criteria.
8. Parents will be able to provide at least five ranked preferences.
9. Parents who wish their children to attend independent schools will be encouraged to tell us but this information and process is not included in the co-ordinated arrangements.
10. Common Application Forms and literature will be distributed through North Yorkshire primary schools. Literature (but not Common Application Forms) will also be sent direct to parents from outside the county at the request of parents, neighbouring LAs or other admissions authorities. Parents will be advised to complete a common application form for their home authority.
11. Filling in common application forms
Parents must do this and return their form to the local authority or apply on-line before the deadline of 24 October 2008.

Parents will need to provide their child's name and residential address.

The address where their child lives which should be where the child lives permanently for most of the time. If equally split between two parents, this should be the address of the parent who gets the Child Benefit.

School Preferences

Parents should:

- Name all the schools they are prepared to consider for their child in order of preference, up to a maximum of five.
- Should name at least three schools.
- We try to offer places according to the highest ranked preference, for which a place may be available.
- Parents may want to include their normal area school as one of their preferences because if we are not able to meet a higher preference and

their normal area school is oversubscribed, we will give a child another place at the nearest school with places available. If parents name a school other than their normal area school, parents will normally be responsible for transporting their child to school if their child is offered a place there.

- Parents are asked to tell us if they want their child to go to an independent school.

Independent schools are not included in the co-ordinated admission arrangements so parents are advised to name a school covered by these arrangements as a preference because we cannot allocate places at independent schools. We will treat parents' preferences for other schools according to their order on their form. We will offer a place at a North Yorkshire school even if parents have not named one on the common application form because we have to make sure a place is available for every North Yorkshire child.

- If a child is entered for selection testing, parents are asked to make sure they name the selective school they would like them to go to. Parents will not be offered a place at a selective school unless they have named the school on their form. If parents name a selective school they are required to enter their child for selection testing by contacting the LA before 22 August 2008.

12. Parents requesting literature on aided or foundation 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 send it direct to their home authority.

13. The closing date for receipt of Common Application Forms will be the 24th October 2008.

Late Applications

14. If a common application form is received after the closing date of 24th October 2008, without a reason that is acceptable to us as the admissions authority, we will consider it to be a late application and will process it after we have considered other applications received by the deadline.

Change of Preference

15. Parents will only be allowed to change their preferences after 24th October 2008 in exceptional circumstances, for example, if they move home after this date. This restriction will continue until the end of September 2009 when we will cease to maintain waiting lists. Learning that the child is suitable or not suitable for a selective school, an admission appeal has not been successful or dissatisfaction with the allocated school will not be considered reasons to allow a change of preference.

Allocation of Places

16. Selection testing will take place during early September 2008 and the results of selection testing will be sent out to parents on 15th October 2008.
17. After the closing date of 24th October 2008 we will send copies of Common Application Forms, of pupils who have expressed preferences for schools for whom we are not the admissions authority, to those authorities for consideration. This will include voluntary aided and foundation schools within North Yorkshire and neighbouring LAs.
18. Preferences for aided schools within another LAs boundary will be sent to that LA for onward transmission by them.
19. Aided schools and other LAs will be responsible for collecting from parents whatever additional information they need in order to apply their oversubscription criteria.
20. We will receive, from neighbouring LAs, copies of Common Application Forms for their children expressing preferences for our maintained and aided schools which we will process as part of our co-ordinated arrangements along with those for North Yorkshire children. The exchange of information dates specified at Appendix A will apply when other LA's coordinate admissions with us.

21. All admissions authorities will then apply their oversubscription criteria, including selection suitability where appropriate, and produce a list identifying which pupils could be offered places and which of their oversubscription criteria categories they fall into. The list will also show the position of other children who have expressed a preference for that school who cannot be allocated a place.
22. We will send, to our neighbouring LAs, lists of their pupils showing who could be offered places at any of our schools and who cannot.
23. We will receive lists from our own aided schools and neighbouring LAs (who will have received lists from their aided schools) of children they can offer places to and we will produce a list in relation to our maintained schools.
24. Having received information from other admissions authorities we will provisionally allocate places to pupils living in our area **according to the highest preference for which a place may be available**. Other LAs will do likewise (or whatever their scheme says) for children living in their area.
25. 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. This may or may not be the local school. The same will apply to children for whom no preferences have been received although these will be processed after all those who have expressed preferences. A system for chasing outstanding Common Application Forms will be in place.
26. We will communicate the results of this initial allocation to enable other authorities to operate their own co-ordinated schemes
27. Once the final adjustments have been made, a final allocation of places will take place, based on the highest preference place we are able to offer. We will obtain from other LAs and admissions authorities, information enabling us to give reasons why the child has not been allocated a place at their school of preference as this information will go in the letter allocating them a lower preference place.

The offer of a place

28. No places will be held in reserve for any school.
29. We will write to all parents of North Yorkshire children on 2nd March 2009 notifying them of the single school place they have been allocated for each child or children.
30. Children of UK service personnel and other crown servants will be allocated places in advance of the approaching school year if the application is accompanied by an official MOD, FCO or GCHQ letter declaring a relocation date.

31. The place offered could be at one of our community schools, one of the aided or foundation schools within North Yorkshire or a school in the area served by another LA.

Appeals

32. We will inform all North Yorkshire schools of the children who have been allocated a place on 2 March, 2009.
33. Where we have been unable to offer an expressed preference, parents will be offered the right of appeal against the decision through the appropriate channels.
34. The offer letter will give the reasons why we have been unable to allocate their other stated preferences. If the right of appeal will be the responsibility of NYCC we will enclose appeal papers. If not we will advise parents to contact the appropriate admission authority to confirm appeal arrangements.
35. The outcome of admission appeals taking place after the allocation date and places accepted as a result of successful 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 both authorities to make final adjustments to the allocation after the allocation date.
36. Once appeals have finished we will communicate with all the schools within our boundary to ensure they know which pupils will be coming to them in September 2009. We will also send final lists to our neighbouring Local Authorities for checking of North Yorkshire children who will attend other authorities' schools and other authorities' children who will attend our schools.

Waiting Lists

37. A waiting list will be maintained for all oversubscribed community and voluntary controlled North Yorkshire schools until the end of September 2009. Voluntary aided and foundation schools make their own arrangements and publish them in their school prospectus.
38. Places will be allocated from the waiting list in accordance with the published oversubscription criteria.
39. Where we are able to offer a place to a non-North Yorkshire child from the waiting list we will liaise with their home Local Authority.

*North Yorkshire LA**Secondary, Community, Voluntary Controlled, Aided and Foundation Schools Timetable 2009/2010*

| Date | Activity |
|------------------------------------|--|
| 13 June 2008 | Literature and Common Application Forms to North Yorkshire parents. |
| 22 August 2008 | Closing date for all in-area pupils to withdraw from selection testing. Closing date for all out-of-area applications for selection testing. |
| 9 September 2008 | Familiarisation selection test in selective areas. |
| 12 September 2008 | First actual selection test for both in and out-of-area pupils. |
| 16 September 2008 | Second actual selection test for both in and out-of-area pupils. |
| 17 October 2008 | Results of selection testing posted to all parents. |
| 24 October 2008 | Closing date for return of Common Application Forms. |
| 14 November 2008 | Neighbouring LA's 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. |
| 21 November 2008 | Details of all children who have expressed preferences for North Yorkshire aided and Foundation schools to the schools for consideration. |
| 9 January 2009 | Information to be returned to us by aided/foundation schools on which places they can allocate. |
| 12 January 2009 | Non statutory selection reviews commence. |
| 20 January 2009 | Send first round of allocation information to other authorities identifying potential offer(s). |
| 27 January 2009 | Confirmation of allocations with neighbouring admission authorities including voluntary aided and foundation. |
| 2 February 2009 | Input information from first cycle of exchange of allocation information. |
| 9 February 2009 | Second allocation cycle preference information sent to other authorities |
| 13 February 2009 | Input allocation information from second cycle and send final allocation information to other authorities of school place offers to be made |
| 27 February 2009 | Input final allocation preference information and produce final allocation letters. Send out allocation letters to all North Yorkshire parents. Inform schools of final results. |
| 2 March 2009 | Allocation Day. Send out allocation letters to all parents applying for a school place. Inform schools of final allocation. |
| W/C 6 April 2009 to 8 June 2009 | Statutory admission appeals. |
| W/C 6 April 2009 to 24 August 2009 | Manual adjustments to allocation and communicating those results to other authorities. |
| 30 September 2009 | Closure of waiting lists. |

**CO-ORDINATED ADMISSION
ARRANGEMENTS
PRIMARY TRANSFER 2009/2010**

November 2007

Primary Schools Introduction

1. The co-ordinated admission scheme is designed to ensure that every child living in North Yorkshire, who is due to transfer to a North Yorkshire primary school, is offered a single school place on the same day. This scheme applies to admissions in the normal round but not those that take place in-year. In-year admissions are those which occur after the closing of the waiting lists at the end of September 2009.
2. The offer of a single school place in a North Yorkshire primary school to North Yorkshire children will be made by us on 24 April 2009.
3. The scheme does not affect the duty of voluntary aided and foundation schools to determine their own admissions policies.
4. The scheme does not apply to children who have a statement of Special Educational Needs naming a particular school as the timetable for admission of these children is determined by the SEN Code of Practice.
5. North Yorkshire Local Authority will work with voluntary aided schools and foundation schools within North Yorkshire, to ensure the co-ordinated scheme operates as smoothly as possible for parents. Although we will not have a fully co-ordinated cross-boundary scheme for primary schools in 2008/2009 we will work closely with our 13 neighbouring LAs to ensure admission arrangements are as closely co-ordinated as possible. Some neighbouring authorities may be operating fully co-ordinated schemes and some may not. Our 13 neighbouring admission authorities, one foundation, and 50 voluntary aided infant and primary schools are listed below:

Neighbouring Local Education Authorities

Bradford

Pupil Access Manager
Education Bradford
Future House, Bolling Road
BRADFORD
BD4 7EB

Tel No: 01274 385604

Darlington

Children's Information Service
Town Hall,
Feethams
DARLINGTON
DL1 5QT

Tel No. 01325 380651

Cumbria

Corporate Director – Children
Services
5 Portland Square
CARLISLE
CA1 1PU

Tel No. 01228 606877

Doncaster

Director of Education & Culture
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

Lancashire

Director of Education
PO Box 61,
County Hall
PRESTON
PR1 0LD

Tel No. 01772 254868

Middlesbrough

Corporate Director Children, 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

Wakefield

School Admissions
County Hall,
WAKEFIELD
WF1 2QL

Tel No. 01924 305616/305617

East Riding of Yorkshire

Admissions Team
Children, Family & Adult Services
East Riding of Yorkshire Council
County Hall,
BEVERLEY
HU17 9BA

Tel No.01482 392130/392131/392132

Leeds

Admission and Transport Team
Leeds Education
10th Floor West
Merrion Centre
LEEDS
LS2 8DT

Tel No. 0113 2475729

North Lincolnshire

Director of Education
North Lincolnshire Council
PO Box 35
Hewson House
Station Road
BRIGG
DN20 8XJ

Tel No. 01724 297241

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 3526605

York

Education Access Team
Learning, Culture and Children's
Service
City of York Council
Mill House, North Street,
YORK YO1 6JD

Tel No. 01904 554248/554239

Foundation School

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

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 C of E Primary
School
BRAITHWAITE
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

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

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

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

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

Kirkby & Great Broughton C of E 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

Manfield C of E Primary School
MANFIELD
Darlington
Co. Durham
DL2 2RG
Tel No. 01325 374259

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

Richard Thornton's C of E (VA)
Primary School
BURTON IN LONSDALE
Via Carnforth
Lancashire
LA6 3JZ
Tel No. 015242 61414

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

Applying for a school place

6. Details of our admission scheme and policy can be found in the 2009-10 Guide for Parents. We will invite parents of North Yorkshire children, in early October 2008, to express a preference for a school or schools and to give reasons for their preferences. They will receive a common application form and will be informed that the school may also request supplementary information if it is an Aided school, in order for the school to apply their oversubscription criteria.
7. Preferences will be requested for all reception age children and children transferring from Infants school at the end of year 2 to Junior school to start at the beginning of year 3. We will have regard to any reasons given by parents for their preferences when applying our oversubscription criteria.
8. Parents will be able to provide up to five ranked preferences.
9. Parents who wish their children to attend independent schools will be encouraged to tell us but this will not be included in the co-ordinated arrangements.
10. Common Application Forms and literature will be distributed through North Yorkshire primary schools. Literature and Common Application Forms will also be sent direct to parents from outside the county at the request of parents, neighbouring Local Education Authorities or other admissions authorities. They will be advised to complete a common application form for their home authority if that authority is operating a fully co-ordinated scheme. They will also be advised to complete one of our common application forms if they wish to express a preference for any school within the North Yorkshire boundary. We will liaise with our neighbouring LAs to determine who makes the allocation.
11. Parents requesting literature on aided or foundation schools or non-North Yorkshire schools will be referred to the appropriate admissions authority.
12. Filling in common application forms on line
Parents must do this and return their form to the Local Authority or apply on-line before the deadline of 9 December 2008.
Parents will need to provide their child's name and residential address. The address should be where the child lives permanently for most of the time. If equally split between two parents, this should be the address of the parent who gets the Child Benefit.
School Preferences
Parents are asked to:
 - Name all the schools they are prepared to consider for their child in order of preference, up to a maximum of five.
 - Should name at least three schools. We try to offer places according to the

- highest ranked preference, for which a place may be available.
- Parents may want to include their normal area school as one of their preferences because if we are not able to meet a higher preference and their normal area school is oversubscribed, we will give a child a place at the nearest school with places available.
 - If parents name a school other than their normal area school, parents will normally be responsible for transporting their child to school if their child is offered a place there.
 - Parents are asked to tell us if they want their child to go to an independent school.

Independent schools are not included in the co-ordinated admission arrangements so parents are advised to name a school covered by these arrangements as a preference because we cannot allocate places at independent schools. We will treat parents' preferences for other schools according to their order on their form. We will offer a place at a North Yorkshire school even if parents have not named one the common application form because we have to make sure a place is available for every North Yorkshire child.

13. The closing date for receipt of Common Application Forms will be 9th Dec 2008.

Late Applications

14. If a common application form is received after the closing date of 9th December 2008, without a reason that is acceptable to us as the admissions authority, we will consider it to be a late application and will process it after we have considered other applications received by the deadline.

Change of Preference

15. Parents will only be allowed to change their preferences after 9th December 2008 in exceptional circumstances, for example, if they move home after this

date. This restriction will continue until the end of September 2009 when we will cease to maintain waiting lists. Learning that an admission appeal has not been successful or dissatisfaction with the allocated school will not be considered reasons to allow a change of preference.

Allocation of Places

16. After the closing date we will send copies of Common Application Forms, of pupils who have expressed preferences for schools for whom we are not the admissions authority, to those authorities for consideration. This will include voluntary aided and foundation schools within North Yorkshire and neighbouring Local Education Authorities.
17. Preferences for aided schools within another LA's boundary will be sent to that LA for onward transmission by them.
18. Aided schools and other LA will be responsible for collecting from parents whatever additional information they need in order to apply their oversubscription criteria.
19. If other LAs co-ordinate admissions then the exchange of information dates enclosed in the timescale attached at Appendix B will apply. We will receive, from neighbouring LAs, copies of Common Application Forms for their children expressing preferences for community, aided and foundation schools in North Yorkshire which we will process as part of our co-ordinated arrangements along with those for North Yorkshire children.
20. All aided and foundation Schools will then apply their oversubscription criteria and produce a list identifying which pupils could be offered places and which of their oversubscription criteria categories they fall into. The list will also show the position of other children who have expressed a preference for that school who cannot be allocated a place.
21. We will inform our neighbouring LAs of their pupils who can be offered places at any of our schools and who cannot.
22. We will receive lists from North Yorkshire aided and foundation schools of children they can offer places to and we will produce a list in relation to our maintained schools.
23. Having received information from other admissions authorities we will provisionally allocate places to pupils living in our area according to **the highest preference for which a place is available**. Other LAs will do likewise (or whatever their scheme for 2009/2010 says).
24. Where we cannot meet any parental preference expressed for a North Yorkshire child we will allocate a place at an alternative school with places available. This may or may not be the local school. The same will apply to

children for whom no preferences have been received although these will be processed after all those who have expressed preferences. A system for chasing outstanding Common Application Forms will be in place.

25. We will communicate the results of this initial allocation to enable other authorities to operate their own co-ordinated schemes
26. Once the final adjustments have been made, a final allocation of places will take place, based on the highest preference place we are able to offer. We will obtain from aided schools, information enabling us to give reasons why the child has not been allocated a place at their school of preference as this information will go in the letter allocating them a lower preference place.
27. No places will be held in reserve for any school.

The offer of a place

28. We will write to all parents of children who we have been able to allocate a place at a North Yorkshire school on 24th April 2009, notifying them of the place that their child has been allocated. We will liaise with neighbouring LAs over children from their area who may have been allocated places in our schools.
29. This could be a place at one of our maintained schools or one of the aided or foundation schools within North Yorkshire. We will not make allocations for schools outside of North Yorkshire's boundary. We will liaise with neighbouring Local Authorities to ensure that all parents receive an appropriate allocation letter.
30. We will write to all schools in North Yorkshire on 24th April 2009 notifying them of the children who have been allocated a place at the school.

Appeals

31. Where we have been unable to offer an expressed preference, parents will be offered the right of appeal against the decision through the appropriate channels.
32. The offer letter will give the reasons why we have been unable to allocate their other stated preferences. If the right of appeal will be the responsibility of NYCC we will enclose appeal papers. If not we will advise parents to contact the relevant admission authority to confirm the appeal arrangements.
33. The outcome of admission appeals, taking place after the allocation date, and places accepted, as a result of successful 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 both

authorities to make final adjustments to the allocation after the allocation date.

34. Once appeals have been completed we will communicate with all the schools within our boundary to ensure they know which pupils will be coming to them in September. We will also send final lists to our neighbours for checking of our children who will be attending other authorities' schools and other authorities' children who will be attending our schools.
35. Appeals are usually heard for first admission to schools in June and July of the admission year 2009.

Waiting Lists

36. A waiting list will be maintained for all oversubscribed community and voluntary controlled North Yorkshire schools until the end of September 2008. Voluntary aided schools and our Foundation school make their own arrangements and publish them in their school prospectus.
37. Places will be allocated from the waiting list in accordance with the published oversubscription criteria.
38. Where we are able to offer a place to a non-North Yorkshire child from the waiting list we will liaise with their home Local Authority.

North Yorkshire LA

Primary for Aided, Community, Voluntary Controlled and Foundation Schools Timetable 2009/10

| Date | Activity |
|--------------------------------|--|
| 6 October 2008 | Literature and Common Application Forms to North Yorkshire parents. |
| 9 December 2008 | Closing date for return of Common Application Forms. |
| 16 December 2008 | 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. |
| 16 December 2008 | Local education offices send out details of all children who have expressed preferences for North Yorkshire aided/foundation schools to the schools for consideration. |
| 29 January 2009 | Information to be returned to us by aided/foundation schools on which places they can allocate |
| 27 February 2009 | Send first round of allocation information to other authorities identifying potential offer(s). |
| 13 March 2009 | Input information from first cycle of parental preferences |
| 27 March 2009 | Send second allocation cycle information to other authorities |
| 3 April 2009 | Input preference information from second cycle and send final allocation information to other authorities |
| 24 April 2009 | Write to North Yorkshire schools notifying them of initial pupil allocations. Input final allocation preference information and produce final allocation letters. Send out allocation letters to all North Yorkshire parents except those who will receive a letter from another authority. Inform schools of final results. |
| June and July 2009 | Admission Appeals |
| 10 June 2009 to 29 August 2009 | Manual adjustments to allocation and communicating those results to other authorities by local education offices |
| 30 September 2009 | Closure of waiting list |