

## Agenda

**Meeting: Young People's Overview & Scrutiny Committee**

**Venue: The Brierley Room, County Hall,  
Northallerton DL7 8AD  
(see location plan overleaf)**

**Date: Friday, 8 December 2017 at 10.30am**

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### Business

1. **Minutes of the meeting held on 8 September 2017.**

(Pages 5 to 8)

2. **Declarations of Interest**

4. **Public Questions or Statements.**

Members of the public may ask questions or make statements at this meeting if they have given notice Ray Busby of Policy & Partnerships (*contact details below*) no later than midday on Tuesday 5 December 2017, three working days before the day of the meeting. Each speaker should limit themselves to 3 minutes on any item. Members of the public who have given notice will be invited to speak:-

- at this point in the meeting if their questions/statements relate to matters which are not otherwise on the Agenda (subject to an overall time limit of 30 minutes);
- when the relevant Agenda item is being considered if they wish to speak on a matter which is on the Agenda for this meeting.

- |  | <i>Suggested timings</i> |
|--|--------------------------|
| 5. <b>School Place Planning – Shaping Future Education Provision -</b><br>Report of the Corporate Director (CYPS)<br><div style="text-align: right;"><b>(Pages 9 to 22)</b></div>  | <b>10.30am -11.15am</b>  |
| 6. <b>School Admissions</b><br><div style="margin-left: 40px;">a) <b>Admissions: Agreed Line of Enquiry</b> - Report of the<br/>Scrutiny Team Leader<br/><div style="text-align: right;"><b>(Pages 23 to 25)</b></div></div> <div style="margin-left: 40px;">b) <b>Update on School Admissions and the Customer</b><br/><b>Journey</b> - Report of the Corporate Director (CYPS)<br/><div style="text-align: right;"><b>(Pages 26 to 71)</b></div></div> | <b>11.15am – 12noon</b>  |
| 7. <b>Work Programme</b> – Report of the Scrutiny Team Leader.<br><div style="text-align: right;"><b>(Pages 72 to 80)</b></div>  | <b>12noon - 12.15pm</b>  |
| 8. <b>Other business which the Chairman agrees should be considered as a matter of urgency because of special circumstances.</b>   |                          |

Barry Khan  
Assistant Chief Executive (Legal and Democratic Services)

County Hall  
Northallerton

29 November 2017

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# Young People Overview and Scrutiny Committee

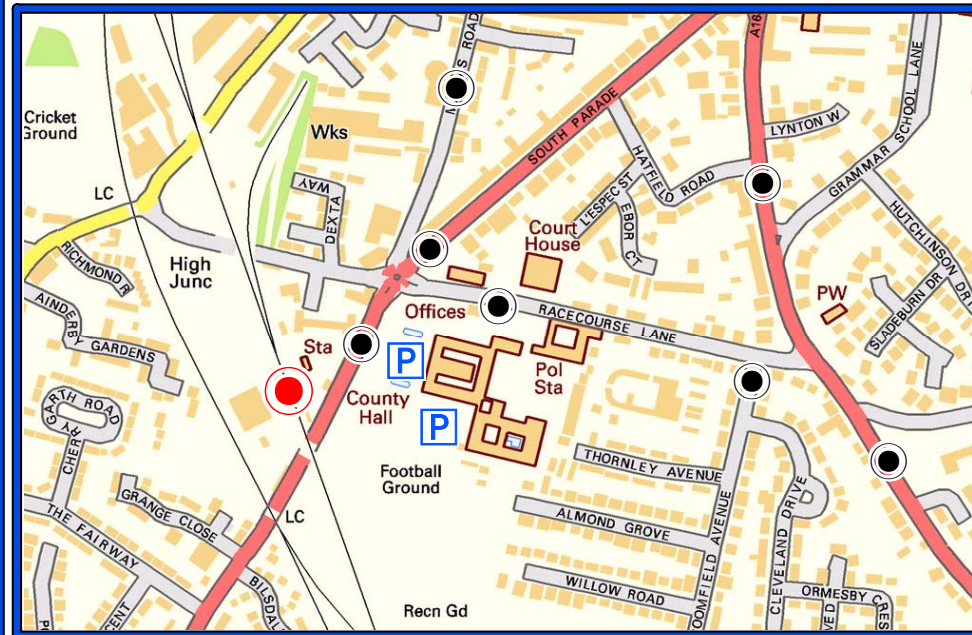
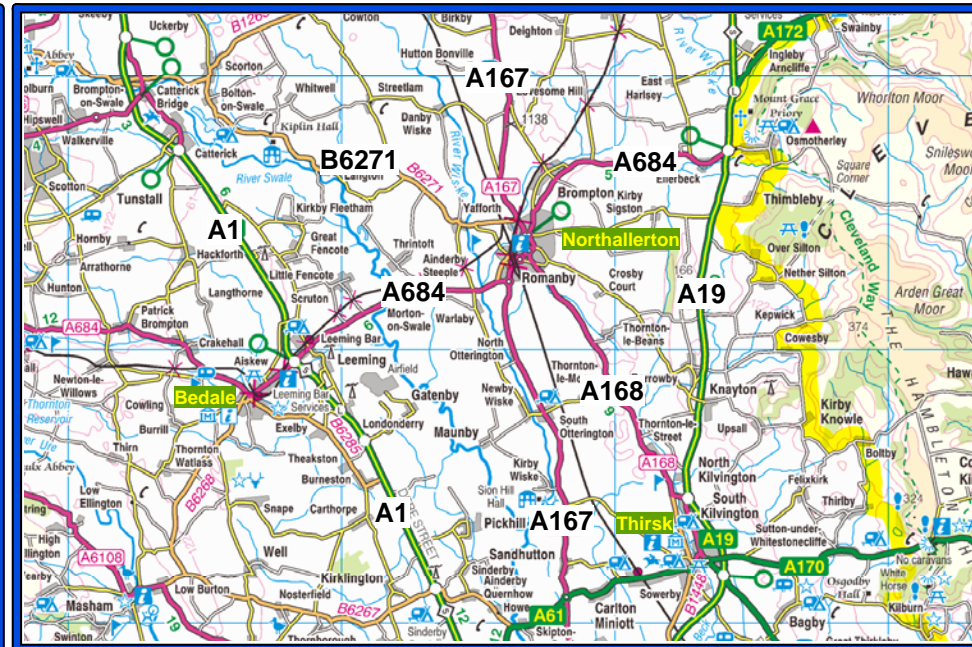
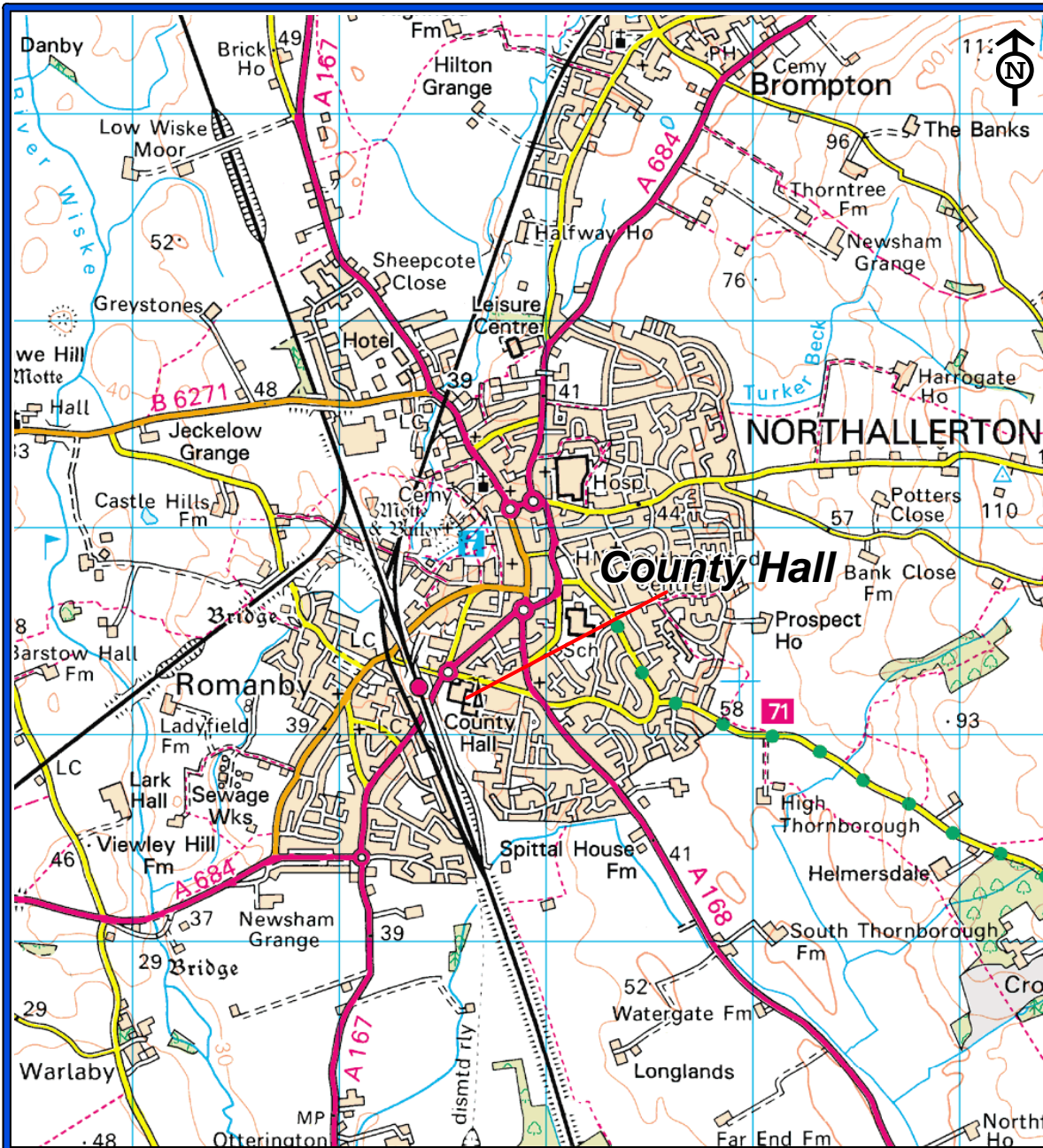
## 1. Membership

County Councillors (13 )						
	Councillors Name			Chairman/Vice Chairman	Political Group	Electoral Division
1	ARNOLD, Val				Conservative	Kirkbymoorside
2	BURR, Lindsey MBE				NY Independents	Malton
3	DUCKETT, Stephanie				Labour	Selby Barlby
4	DUNCAN, Keane				Conservative	Norton
5	HOBSON, Mel				Conservative	Sherburn in Elmet
6	JEFFERSON, Janet			Chairman	NY Independents	Castle
7	LUNN, Cliff				Conservative	Selby Brayton
8	MANN, John				Conservative	Harrogate Central
9	MARTIN, Stuart MBE				Conservative	Ripon South
10	METCALFE, Zoe				Conservative	Knaresborough
11	PLANT, Joe				Conservative	Whitby Streonshalh
12	QUINN, Gill			Vice-Chairman	Conservative	Mid-Craven
13	WILKINSON, Annabel				Conservative	Swale
Members other than County Councillors – ( ) Voting						
	Name of Member				Representation	
1	VACANCY				Church of England	
2	VACANCY				Non-Conformist Church	
3	CRABTREE, Pam				Roman Catholic Church	
4	CAVELL-TAYLOR, Dr Tom				Parent Governor	
5	VACANCY				Parent Governor	
6						
Non Voting						
1	BIRCUMSHAW, Paul				Secondary Teacher Representative	
2	ALDER, Louise				Primary Teacher Representative	
3	WATSON, David				Voluntary Sector	
4	SHARP, David				Voluntary Sector	
Total Membership – ( )					Quorum – (4)	
Con		Lib Dem	NY Ind	Labour	Ind	Total
10		0	2	1	0	13

## 2. Substitute Members

Conservative		Liberal Democrat	
	<i>Councillors Names</i>		<i>Councillors Names</i>
1	MUSGRAVE, Richard	1	
2	METCALFE, Zoe	2	
3	PEARSON, Chris	3	
4	JEFFELS, David	4	
5	PARASKOS, Andy	5	
NY Independents		Labour	
	<i>Councillors Names</i>		<i>Councillors Names</i>
1		1	RANDERSON, Tony





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Northallerton  
North Yorkshire  
DL7 8AD

Tel : 0845 8 72 73 74



North  
Yorkshire County Council

## North Yorkshire County Council

### Young People Overview and Scrutiny Committee

Minutes of the meeting held on 9 September 2017 at 10.30am at County Hall, Northallerton.

**Present:** County Councillor Janet Jefferson in the Chair.

Councillors: Val Arnold, Stephanie Duckett, Keane Duncan, Mel Hobson, Cliff Lunn, Stuart Martin MBE, Joe Plant, Gill Quinn, Angus Thompson and Annabel Wilkinson.

Co-opted Members: David Sharp (North Yorkshire Youth) and David Watson (North Yorkshire Sport).

In attendance: Executive Member: County Councillor Janet Sanderson, Nick Frost Chair of the North Yorkshire Childrens Safeguarding Board)

Officers: Ray Busby (Corporate Development Officer (Central Services)), Stuart Carlton, Corporate Director of CYPS) Judith Hay (Assistant Director (CYPS)), Claire Robinson (Health Improvement Manager, Health and Adult Services).

Apologies for absence were received from: Louise Alder, Paul Bircumshaw, Lindsay Burr MBE, Pam Crabtree, Zoe Metcalfe and Dr Tom Cavell-Taylor.

**Copies of all documents considered are in the Minute Book**

#### **116. Minutes**

##### **Resolved –**

That the Minutes of the meeting held on 21 July 2017 having been printed and circulated be taken as read and be confirmed and signed by the Chairman as a correct record.

#### **117. Any Declarations of Interest**

There were no declarations of interest to note.

#### **118. Public Questions**

The Committee was advised that no notice had been received of any public questions or statements to be made at the meeting.

#### **119. Safeguarding: How do we keep Children and Young People Safe in North Yorkshire**

Considered –

- a) Report of the Scrutiny Team leader providing Members with an introduction to the topic of Safeguarding Children and Young People in North Yorkshire.

- b) A presentation by Nick Frost, Independent Chair of the North Yorkshire Safeguarding Children Board.
- c) NYCC perspective - Presentation, Report and Information Briefing by Judith Hay (Assistant Director CYPS)

Nick Frost, Chairman of the Children's Safeguarding Board, talked through the high level, high profile cases currently under consideration by the board. He explained how local safeguarding arrangements were working work effectively to protect children and young people, and how well local agencies are working together to identify and meet the needs of the most vulnerable children and young people.

The Board's Annual report had not been fully completed although it is to be signed off very soon. Nick offered to come back to present it.

Judith Hay, Assistant Director Children and Families, responded to specific enquiries around Child Protection measures with a thorough and data rich presentation, highlighting some key, strategic factors such as:

- We are a high performing authority.
- Unlike many others we engage no agency staff.
- Our sickness rate is low.
- Budget control is robust: nationally there is a 75% budget overspend, but not in North Yorkshire.
- Procedures are clear.
- Caseloads in three crucial areas: Looked After Children; Child Protection; and Children in need, are all at sensible levels. This is then bolstered by effective workload management and good human resources practices for training and supervision.

The development of a high quality and effective workforce is essential to good safeguarding. A recognised method of assessing this is to conduct staff surveys covering satisfaction levels and engagement. Locally, the results speak for themselves:

- 93% of respondents would recommend North Yorkshire as a good place to be a social worker.
- 94.3% of respondents strongly agreed or agreed that North Yorkshire is learning organisation and has a positive learning culture.

Members were presented with evidence that showed good quality assurance practices such as effective monitoring and checking of performance levels with live, relevant data, and timely, meaningful supervision audits.

Further (independent) evidence that North Yorkshire's position on child protection is sound can be seen by the positive findings arrived at, and the supportive comments made, by OFSTED in recent inspections.

After reviewing all this information, members reached the following main conclusions:

- Child protection assessments and plans are well thought through and delivered.
- Services show a thorough awareness of the potential risks that children face both at home and in the local community.



- There is a manifest determination to achieve the best outcomes for children who experience abuse or neglect is securing strong performance levels.
- This is an organisation that reflects honestly on what it does; it identifies and learns from experience and from reviews such as Serious Case Reviews and other forms of monitoring; and it implements wisely.
- North Yorkshire's practices enable it to identify the most vulnerable children in the local area. Good use is put to data and information to help assess how and whether needs are being met.
- Services are geared towards ensuring local children and their families receive early help to reduce the need for child protection interventions.
- We support frontline social workers and other practitioners to make sure they have the skills, resources and support to offer effective early help.

#### **Resolved –**

The Committee return to the topic of Safeguarding when the Board's Annual Report is published when the focus will be on the level of challenge in local safeguarding arrangements, how those in leadership roles for local safeguarding arrangements are held to account by the wider system, and how aware are different organisations and practitioners about their roles in the local safeguarding process.

### **120. Alcohol Strategy**

#### **Considered –**

A presentation and report by Claire Robinson regarding the second annual report of the North Yorkshire Joint Alcohol Strategy 2014–2019.

The report described the three priority areas underpinning the alcohol strategy. It includes the main developments against these outcome areas, and the impact of increased investment in the alcohol strategy including new investment in Identification and Brief Advice (IBA) to assess changes in people's behaviours and contribute to reducing alcohol related harms.

In January 2015 North Yorkshire County Council (NYCC) published a joint alcohol strategy, the aim being to galvanise partners to collectively reduce the harms from alcohol. The key achievements included:

- Commissioning by the Public Health Team to deliver free Identification and Brief Intervention (IBA) training to target professional (but non-alcohol specialist) groups across North Yorkshire. To date over 900 people have been trained.
- The increased provision of IBA in GP settings and pharmacies.
- As a response to the change in licensing legislation Public Health has been working with colleagues to influence reviews of districts Statement of Licensing Policy and also developing local profiles which include health and police data to support the licensing process and provide alcohol related data for districts.
- The successful work by Trading Standards to combat the sales of alcohol to under age young people.

#### **Resolved –**

From what members saw of the published annual report and the presentations at the meeting, they agreed that experience appears to bear out the decision to identify three outcome areas: establish responsible and sensible drinking as the norm;

identify and support those who need help into treatment through recovery and to reduce alcohol related crime and disorder. By selecting these, the strategy strikes a realistic and prudent balance between promotion, awareness raising, and intervention and treatment.

## **121. Work Programme**

Considered -

The report of the Scrutiny Team Leader inviting comments from Members on the content of the Committee's Programme of Work scheduled for future meetings.

**Resolved -**

- d) That the content of the Work Programme report and the Work Programme schedule are noted.
- e) That the proposal that Nick Frost, Chair of the Safeguarding Children Board, attend a future meeting to present the Board's Annual Report be agreed.

The meeting concluded at 12.30pm

RB



## NORTH YORKSHIRE COUNTY COUNCIL

## THE YOUNG PEOPLE OVERVIEW AND SCRUTINY COMMITTEE

8 DECEMBER 2017

**School Place Planning – Shaping future education provision****1.0 PURPOSE OF REPORT**

- 1.1 To update the Committee on the overall picture, both current and forecast, in terms of pupil numbers in North Yorkshire schools and report on the issues and challenges for school place planning in North Yorkshire.

**2.0 INTRODUCTION**

- 2.1 The overall goal of the school place planning function is to have North Yorkshire schools in the right place relative to where children and families live, providing high quality education and facilities which keep young people safe and inspire them to learn. In a changing education landscape we cannot deliver it alone; we must work well with partners. Our statutory duty remains very clear – this is to ensure a strong supply of high quality school places, in premises that are fit for purpose.
- 2.2 The strategy adopted is about ensuring that we meet that duty by commissioning from providers of all kinds the right number of school places in the right locations, at the time they are needed, and having sufficient funding in place to achieve this. There are clear challenges ahead and this paper will set out the strategic context and background before focussing on the forecast demand for additional school places across the County.

**3.0 STATUTORY CONTEXT**

- 3.1 As a consequence of the Academies Act 2010, and the more recent Education Act 2011, national policy has been radically moved towards a more autonomous and diverse education system rather than the traditional structure of schools under the direct control of the education authority. In the absence of a directive forcing all schools to become academies the future landscape of education provision in North Yorkshire is expected to continue to be a 'mixed economy' approach characterised by a wide variety of maintained schools, academies and other provision
- 3.2 In November 2017 there were 351 mainstream Primary or Secondary schools in North Yorkshire. 38 of our 309 Primary schools and 14 of our 42 Secondary schools are academies. The 52 academies are under the control of 20 different Academy Trusts.

- 3.3 Although the County Council supports school autonomy and will continue to work with Academies in North Yorkshire, these changes create challenges in discharging our statutory duty to ensure an adequate supply of good school places, enshrined within the Education Act 1996 and retained in subsequent legislation. The LA's role is shifting to become a 'commissioner' of school places and in future we will need to work in a very different way. Negotiating solutions with a diverse range of providers will need to be carefully managed or it could become increasingly challenging to shape and maintain the stability of the education system. The risk is that failing to do so could either lead to a significant shortfall of places or a degree of over-supply, which could make the viability and/or sustainability of some schools a critical issue.
- 3.4 Although LAs receive Basic Need funding for all categories of school they cannot at present compel an Academy to expand to meet increased need for places. Although this has not yet presented a difficulty in North Yorkshire there is a clear need to develop joint strategies between LA and Academy Trusts in areas of growth and as the need arises.
- 3.5 It is no longer possible for local authorities to create new community schools unless consideration has first been given to the creation of an Academy or, if no Academy sponsor can be found, a competition has determined that no other school provider is available. Free Schools are new Academies proposed by groups of parents, teachers or others in the local community to meet parental demand and they can be approved by the Secretary of State without the agreement of the LA. Examples from other LAs have shown they are not necessarily located in the areas of greatest demographic need which may have an impact on other local schools. To date there have been no instances of such applications in North Yorkshire.
- 3.6 The majority of Free Schools which have been approved are sponsored by existing Multi Academy Trusts. Local authorities are however able to encourage bids from sponsors to meet the demographic need for new schools. In North Yorkshire we have two examples of successful Free School Bids to support growth in both Sowerby, Thirsk and Catterick with both new schools due to open in 2019/20. In these cases the Education and Skills Funding Agency will fund, design, procure and deliver the new schools.
- 3.7 Regional schools commissioners (RSCs) act on behalf of the Secretary of State for Education and are accountable to the National Schools Commissioner. The RSC for the North of England, Janet Renou, is responsible for North Yorkshire.
- 3.8 The RSC is supported by a headteacher board (HTB). HTBs are made up of experienced academy headteachers and other sector leaders who advise and challenge RSCs on the decisions they make. RSCs main responsibilities include:
- taking action where academies and free schools are underperforming
  - intervening in academies where governance is inadequate
  - deciding on applications from local-authority-maintained schools to convert to academy status

- improving underperforming maintained schools by providing them with support from a strong sponsor
  - encouraging and deciding on applications from sponsors to operate in a region
  - taking action to improve poorly performing sponsors
  - advising on proposals for new free schools and significant changes to existing academies and free schools
  - advising on whether to cancel, defer or enter into funding agreements with free school projects
- 3.9 The LA works closely with the Regional Schools Commissioner to share and shape the issues around school improvement, school organisation and place planning in North Yorkshire. Discussions are regular and ongoing and there is a termly meeting between the RSC and the Corporate Director for CYPS together with their respective senior staff. Through this liaison it is hoped to secure good quality academy sponsors for new schools where that is the identified solution and also minimise the risk of any academy/ free school activity which could have a negative impact on existing arrangements.
- 3.10 A large proportion of North Yorkshire's Schools are faith based covered by the 4 different Diocesan Authorities which cover the County. Again a termly meeting is held between the Diocesan Directors and the Corporate Director for CYPS together with their respective senior staff. This liaison enables a co-ordinated approach to school improvement, school organisation and school place planning for the Diocesan schools.
- 3.11 The DfE monitor and are critical of the amount of new school places that are provided in schools which are judged by Ofsted to be requiring improvement or inadequate. This aligns with our aspiration that all NY schools should be good or outstanding and to only expand those that meet this criteria. However with significant distances between some of our schools there may be a small number of scenarios where we have no option but to expand a school that is not performing as we would hope in order to ensure place sufficiency.

#### **4.0 HOUSING AND SCHOOL PLACE PLANNING**

- 4.1 The seven District/Borough Councils and two National Park authorities determine housing development policy in North Yorkshire. Planning authorities are at various stages of reviewing local plans and producing Local Development Frameworks or Local Plans for the medium to long-term. In most cases specific site allocations have yet to be determined. There are significant housing allocations identified in a number of Districts including Selby, Harrogate and Scarborough. The early stage proposals for the major expansion of Catterick Garrison are potentially the single biggest challenge for school place planning in the coming years.
- 4.2 There are major developments proposed for the following areas which could create the need for new school buildings or wholly new schools and other services for young people and their families in the coming years:

- Selby Urban
- Harrogate Town
- Norton and Malton
- Catterick
- Knaresborough
- Thirsk
- Northallerton
- Scarborough
- Sherburn in Elmet
- Skipton

- 4.3 The County Council is working closely with District Councils to understand the infrastructure impacts of proposals for housing to ensure that such developments are sustainable. The County Council has for many years had a policy of aiming to secure contributions towards education provision wherever possible. This has become significantly more challenging in the context of Community Infrastructure Levy (CIL) replacing to a large extent the ability to secure s.106 contributions in respect of individual housing developments and rules around the pooling of contributions from multiple developments to fund pieces of infrastructure.
- 4.4 For those parts of the County that have not yet adopted CIL we are able to continue securing agreements for dedicated s.106 education sums via developer contributions. This maximises our position and the Capital Programme is supported by approximately £20m of s.106. However where CIL has been adopted the principle is that the District Council's collect a set sum per unit from all developments under a charging schedule and then distribute to infrastructure projects under their agreed policy. This introduces uncertainty that the school place need arising from a housing scheme will be supported by developer contributions.
- 4.5 The housing assumptions in this report make use of the latest information provided by the District Councils on completions and outstanding permissions. Information on completions may be subject to delay and some approvals do not proceed to construction so housing information should only be regarded as a guideline.

## **5.0 FORECASTING PUPIL NUMBERS**

- 5.1 County and District-wide pupil forecasts are updated annually. The County is divided into a series of planning areas for primary and secondary school place planning purposes.
- 5.2 Every term pupil forecasts for each planning area and for individual schools are refreshed. Individual school forecasts take account of the actual numbers of pupils in schools as well as the impact of forecast changes to the birth rate and migration. This is important because in many places patterns of parental preference mean that many children attend schools other than their 'catchment' school. Officers continuously monitor the fluctuating numbers against net capacity within schools in order to identify where shortfalls may be emerging.

Although accuracy of forecasting has been found to be good, it should be noted that pupil numbers can and do change as children move in and out of schools. The housing position can change rapidly and sometimes with little warning. The forecasts in the appendices are the best assessment that can be made of the medium term position. They are based on actual numbers in primary and secondary schools as at October 2017.

- 5.3 Our established forecasting method depends on three year trends to assess which way the numbers might be expected to move and is dependent on birth statistics drawn from the Office of National Statistics (ONS).
- 5.4 The capacity figures used for schools are based on the 'net capacity assessment method' which has been in use since June 2002. They are currently correct but may change over time. There is no requirement for Academies or Free Schools to assess net capacity so their capacity is based on that agreed as part of their funding agreement. The net capacity indicates the number of places available in a school based on the physical capacity of the building and school organisation (i.e. class structure). It is used to indicate the number of places which are surplus or additional places needed compared with the number of pupils on roll.

## **6.0 FUNDING**

- 6.1 Since the General Election there has been no announcement to confirm the continuation of the Free School programme. NYCC has benefitted financially from the two successful Free School bids and it would be of significant concern if the LA were faced with meeting the costs of providing the totality of the required school places across the county in the medium to long-term. The funding the LA would have for these purposes would be Basic Need grant allocated from Central Government and developer contributions. These combined would be insufficient if the impacts from new housing identified at 4.2 were to be realised.
- 6.2 The Basic Need funding allocated to the LA is on the basis of shortfalls calculated through the annual School Capacity return (SCAP). The SCAP return for 2016 was used to calculate our latest allocation in Spring 2017 of £4.4m which is the amount assessed as being required to fund our additional place requirement up to 19/20 (allowing for places which have been identified and funded in previous years).
- 6.3 The allocations of Basic Need received by NYCC have been:

<b>Year</b>	<b>Basic Need</b>
13/14	£3,126,623
14/15	
15/16	£19,168,081
16/17	£20,401,617
17/18	£809,721
18/19	£0
19/20	£4,434,956

- 6.4 A £58m programme (including developer contributions) was approved by the Executive on 30 September 2014. Then, in May 2016, the three year Basic Need programme running from April 2014 to March 2017 was reviewed and proposals for investment in additional places up to 2018/19 were agreed. Priorities for places beyond September 2019 will be brought forward when the programme is reviewed in Spring 2018.

## **7.0 PUPIL NUMBERS**

### **7.1 *Surplus places***

7.1.1 North Yorkshire has historically had a significant level of surplus school places in both primary and secondary schools as pupil numbers have fallen. Approximately 13.9% of primary places and 20% of secondary places are currently surplus. These places are distributed unevenly across individual schools and across areas. Many of them are in small rural schools where the younger population is reducing. In other places there are highly successful and popular schools which are at or above capacity and where numbers are growing.

7.1.2 In recent years a significant proportion of surplus accommodation has been released for use for extended services and children's centre activities. Surplus temporary classrooms have been removed wherever possible.

### **7.2 *Overall pupil numbers***

7.2.1 The total North Yorkshire school population reached a peak in 2002 of 86,405. By 2017 this had fallen to 79,167. It is forecast to rise 80,011 by 2021/22 (excluding housing yield).

### **7.3 *Primary pupil numbers***

7.3.1 The North Yorkshire primary school population reached its high point a little over 45,000 in the late 1990s; by 2011 it had fallen to 40,530, a reduction of approximately 10%. Numbers have now reached their lowest point and have been rising again. The total primary roll in October 2017 was 42,759. Numbers based purely on trend and underlying demographics are now forecast to fall slightly again to 41,507 by 2022/23. This forecast decrease is not evenly paced over time nor evenly distributed across the County and the impacts locally will depend on a number of factors including the pace of housing development, local demographics, migration rates, patterns of parental preference and existing surplus capacity in schools.

7.3.2 The most important factor of these is housing development. Importantly once the pupil yield impact of new housing with planning permission is factored in there is the potential for an additional 5070 primary aged pupils to be realised. It is highly unlikely all of this housing would be delivered by



2022/23 but, if that were to be the case, it would increase the total primary roll to 46,577, which would represent an 8.9% increase on current levels.

7.3.3 Across the county there are currently 49,644 school places. Therefore in overall terms there are sufficient places in North Yorkshire for all the primary school pupils who will need them both now and in the longer term. However, this overall position conceals a number of development 'hotspots' and places where significant surplus places are likely to remain.

7.3.4 In some parts of North Yorkshire the increased pupil numbers will absorb existing surplus places rather than creating the need for additional places. In others there will be need for investment in additional capacity through the Basic Need programme.

7.3.5 It should be noted that in many schools surplus capacity was not physically removed to take account of falling numbers but used differently to address changing patterns of curriculum delivery. Some of this space is being brought back into use to meet growing need rather than physically expanding schools. The physical expansions that have been delivered have added over 1700 places since 2013.

#### **7.4 Secondary pupil numbers**

7.4.1 There are currently 36,408 pupils in secondary schools. Secondary pupil numbers will rise to 38,504 by 2022/23 against 45,832 places available. This increase masks declining numbers in some small rural secondary schools which will create issues for some schools in relation to financial sustainability and their ability to deliver a broad curriculum.

7.4.2 Again the pupil yield impact of new housing that has planning permission is an important factor with the potential to realise an additional 2570 secondary aged pupils. It is highly unlikely all of this housing would be delivered by 2022/23, but if that were to be the case it would increase the total secondary roll to 41,011 which would represent a 12.6% increase on current levels.

#### **7.5 Area by area analysis**

7.5.1 The annual SCAP return works on the basis of forecast pupil shortfalls and surpluses being viewed across a collective of local schools called planning areas. In North Yorkshire Primary school places are planned across 55 geographically based planning areas based on towns and their rural hinterlands. Secondary schools serve a larger geographical area. There are 22 secondary planning areas.

7.5.2 Urban areas where most new housing will be located are generally in separate planning areas. This ensures that the growth in towns is not masked by the decline in pupil numbers in more rural areas. It ensures that the funding for additional places is maximised. It reflects patterns of

parental preference and the geographical proximity of schools to each other.

7.5.3 In the short to medium term account is taken of housing developments with planning permission and the predicted yield of pupils from those developments is factored in to forecasts. Local plan housing allocations are also monitored in terms of longer term strategic planning but there is less certainty over whether or when such developments will happen so additional places are not actively planned for until there is some degree of certainty the housing will materialise.

7.5.4 The tables at Appendices A and B provide detail for each planning area of the number of places available, current and predicted future pupil numbers and a forecast of surpluses and shortfalls to September 2022.

7.5.5 The planning areas where a shortfall in places is predicted are:

#### **Primary**

- Barlby
- Boroughbridge
- Catterick Garrison & Outer
- Easingwold
- Harrogate Urban East & West
- Knaresborough
- Malton and Norton
- Northallerton
- Scarborough North
- Selby
- Sherburn-in-Elmet
- Skipton
- South Craven & Outer
- Tadcaster Outer
- Thirsk & Outer

#### **Secondary**

- Central Ryedale
- Harrogate and rural
- Ripon and rural
- Sherburn and Tadcaster
- South Craven
- Thirsk and rural

### **7.6 *Meeting the demand***

7.6.1 The proposals for addressing the identified shortfalls are shown at Appendix C.

## **8.0    RECOMMENDATIONS**

- 8.1    The Young People Overview and Scrutiny Committee note the information in this report.

**STUART CARLTON,  
CORPORATE DIRECTOR CHILDREN AND YOUNG PEOPLES SERVICE**

County Hall,  
Northallerton

**Appendix A – Primary pupil forecasts by planning area**

**Appendix B – Secondary pupil forecasts by planning area**

**Appendix C – Proposals for meeting demand**

**Background documents: Executive Report 24 May 2016 – Basic Need  
Programme 2015-18**

Report compiled by:

Andrew Dixon, Strategic Planning Manager, Education and Skills

Nicola Howells – Development Support Officer, Education and Skills

Date: December 2017

## APPENDIX A

### PRIMARY SCHOOL FORECASTS BY PLANNING AREA

Planning Area	Capacity	Roll Oct 2017	Current Surplus/ Shortfall	Forecast Sept 2022	Yield from housing approved	Forecast Surplus/ Shortfall
Barlby	497	498	-1	481	284	-268
Bedale	401	331	70	337	22	42
Bedale Outer	955	619	336	663	40	252
Boroughbridge	449	347	102	319	149	-19
Boroughbridge Outer	784	556	228	571	62	151
Catterick Garrison	1191	1037	154	1159	86	-54
Catterick Outer	807	653	154	723	122	-38
Easingwold	297	258	39	262	103	-68
Easingwold Outer	998	856	142	774	29	195
Filey	548	459	89	455	37	56
Filey Outer	423	366	57	336	30	57
Harrogate Outer	1283	1154	129	1029	154	100
Harrogate Urban Central	2380	2127	253	1967	230	183
Harrogate Urban East	1138	1111	27	1060	80	-2
Harrogate Urban West	2093	2056	37	1868	319	-94
Knaresborough	1190	1135	55	1034	226	-70
Knaresborough Outer	433	393	40	341	67	25
Malton and Norton	1134	1112	22	1163	162	-191
Malton and Norton Outer	934	818	116	882	39	13
Masham Area	151	137	14	128	2	21
Nidderdale Outer	266	224	42	206	27	33
North Craven Outer	844	547	297	521	44	279
North Ryedale	1020	839	181	853	91	76
North Ryedale Outer	594	464	130	457	9	128
Northallerton	1347	1199	148	1161	192	-6
Northallerton Outer	784	604	180	614	90	80
Pateley Bridge Area	119	80	39	64	4	51
Ripon	1402	1198	204	1104	44	254
Ripon Outer	647	562	85	529	19	99
Scarborough Central	2369	2221	148	2146	100	123
Scarborough North	1257	1244	13	1178	145	-66
Scarborough Outer	1106	1062	44	1062	41	3
Scarborough South	1119	844	275	789	278	52
Selby	1614	1413	201	1548	185	-119
Selby Outer North	1034	930	104	948	64	22
Selby Outer South	1970	1714	256	1566	287	117
Settle	210	179	31	176	18	16
Sherburn	840	690	150	758	258	-176
Sherburn Outer	905	832	73	819	94	-8
Skipton	1169	1029	140	1004	189	-24
Skipton Outer	1260	1052	208	1032	42	186
South Craven	686	647	39	709	32	-55
South Craven Outer	508	506	2	506	16	-14
Stokesley	399	277	122	232	97	70
Stokesley Outer	990	706	284	662	10	318

Swaledale	1196	1052	144	870	41	285
Swaledale Outer	581	383	198	335	13	233
Tadcaster	658	576	82	561	9	88
Tadcaster Outer	244	247	-3	257	4	-17
Thirsk	707	613	94	620	203	-116
Thirsk Outer	929	845	84	912	56	-39
Wensleydale	210	186	24	185	11	14
Wensleydale Outer	450	258	192	234	6	210
Whitby	1178	851	327	776	106	296
Whitby Outer	946	662	284	561	2	383
Totals	49644	42759	6885	41507	5070	3067

## APPENDIX B

### SECONDARY SCHOOL PUPIL FORECASTS BY PLANNING AREA

Planning Area	Capacity	Roll October 2017	Current Surplus/ Shortfall	Forecast Sept 2022	Yield from housing approved	Forecast Surplus/ Shortfall
Bedale and Rural	935	541	394	535	26	374
Boroughbridge	785	568	217	538	109	138
Catterick	925	480	445	614	107	204
Central Ryedale	1910	1569	341	2070	102	-262
Easingwold and Rural	1390	760	630	697	67	626
Filey	840	419	421	415	35	390
Harrogate and Rural	7867	7928	-61	8340	380	-853
Knaresborough	1759	1519	240	1523	152	84
Mid Craven	2833	2365	468	2176	118	539
North Craven	719	592	127	571	32	116
North Ryedale	1755	1526	229	1525	46	184
Northallerton	2079	1103	976	1160	149	770
Ripon and Rural	1714	1609	105	1740	32	-58
Scarborough	4765	3231	1534	3437	290	1038
Selby Secondary	3570	2558	1012	2833	426	311
Sherburn and Tadcaster	2753	2269	484	2658	189	-94
South Craven	1766	1750	16	1926	25	-185
Stokesley and Rural	1360	1189	171	1094	56	210
Swaledale	2196	1853	343	1904	22	270
Thirsk and Rural	1242	922	320	1168	142	-68
Wensleydale	540	393	147	327	9	204
Whitby and Rural	2129	1264	865	1253	56	820
Totals	45832	36408	9424	38504	2570	4758



Proposals for meeting the demand

Primary Planning Area	Forecast additional places needed by 2022/23 including housing yield	Proposed solution
Barlby	270	200 of these places relate to Olympia Park which has stalled. Barlby Bridge CP would be relocated and enlarged if required. Barlby CP to be expanded.
Boroughbridge	19	Shortfall situation only arises from approved housing (Kirby Hill catchment) – monitoring pace of development before deciding on proposal.
Catterick Garrison	54	420 place new Free School in development by ESFA for 2019/20 (phased opening)
Catterick Outer	38	Monitor likely impact of new Free school
Easingwold	68	Easingwold CP to be expanded. Additional land will be required.
Harrogate town (East and West)	96	Several primary schools under consideration for expansion. Agreements in place for education land for two additional primary schools for longer term
Knaresborough	70	Bid to be submitted for a Free School if a continuing programme is confirmed by the Government (Manse Farm)
Malton/Norton	191	Norton CP has been expanded onto second site. Expansion plan in progress for Malton St Mary's. Further places will depend on Local Plan approvals for Malton and Norton
Northallerton	6	Under review – potentially bid to be submitted for a Free School if a continuing programme is confirmed by the Government.
Scarborough North	66	Possible new school at East Of Lancaster Way or expansion of an existing school
Selby town	119	Staynor Hall to take on full year groups. Selby CP to be expanded.
Sherburn town	176	Sherburn Athelstan has been significantly expanded. Feasibility for expansion of Sherburn Hungate underway.
Sherburn outer	8	Shortfall situation only arises from approved housing (Kirk Fenton catchment) so monitoring pace of development
Skipton town	24	Potential for expansion at Greatwood CP but difficult and expensive. Wholly new sites to be required to support local plan housing. Consideration of future use for Skipton Ings site.

South Craven	55	Feasibility of expansion of a number of South Craven primary schools being explored
South Craven Outer	14	Small number of surplus and only arises through housing - monitor
Tadcaster Outer	17	Considered that bringing accommodation back into teaching use can absorb the shortfall
Thirsk - Sowerby	116	210 place new Free School in development by ESFA for 2019/20
Thirsk Outer	39	Feasibility underway at Dishforth CE
Secondary Planning Area	Forecast additional places needed by 2022/23 including housing yield	Proposed solution
Central Ryedale	262	Growth is mainly in Malton. Monitor need for expansion of Malton or Norton School in light of Ryedale DC preferred site allocations.
Harrogate and Rural	853	There are large numbers of out of area children attending schools in Harrogate. A large proportion of this growth may be absorbed through displacement of Leeds pupils.
Ripon and Rural	58	Monitor – demand is partly due to popularity of Ripon schools with children from out-catchment
Sherburn and Tadcaster	94	A proportion of this growth may be absorbed through displacement of Leeds pupils from Tadcaster Grammar School.
South Craven	185	Exploring whether expansion of South Craven School would be required. A proportion of this growth may be absorbed through displacement of Bradford pupils.
Thirsk and Rural	68	Shortfall situation only arises from approved housing (Sowerby Gateway) so monitoring pace of development

**YOUNG PEOPLES OVERVIEW AND SCRUTINY COMMITTEE**

**8 December 2018**

**Admissions Line of Enquiry**

**Remit of Committee**

The interests of young people, including education, care and protection and family support.

**Objective**

The objective of this piece of scrutiny work is to

- Assess the extent to which our admissions arrangements are compliant and effective
- Assess how the local authority meets its obligations in a diverse educational governance landscape
- Evaluate the parental experience of the admission arrangements, the admissions process
- Explore the challenges, to the authority and its partners, both current and for the future

**FIRST STAGE**

Strategic level understanding and awareness raising; an overview of statutory framework requirements and how these are reflected locally; assurance regarding our compliance and performance.

**Method**

Committee meeting on 8 December 2017. CYPS to provide information beforehand, probably by way of a report.

Guidance and advice from CYPS Leadership in the committee meeting as part of an Interactive question and answer session.

**CYPS to determine content but possible themes to cover would include.**

***National Picture***

- The meaning of "choice" - what being under an obligation to comply with parental preference *now* means in theory and in practice
- An overview of the statutory framework Admissions procedure including legislative context, national guidance (What the admissions code hopes to achieve) recommended policy and best practice
- The status of the admissions code and what it requires us, as a local authority, to do. Interpretation - is it prescriptive, too flexible etc
- The implications of Academies being admission authorities in their own right
- The responsibilities and obligations upon the local authority, strategically and operationally.
- The role and influence of the Adjudicator

## ***Local Picture: How make the process work locally***

### ***Agreeing admission arrangements***

- Our admissions criteria, what it is and why it is the way it is - Oversubscription criteria rationale - SEN, distance, catchment areas, Pupil Premiums and so on. Are they commonly used criteria and why are they prioritised in the way that they are
- How do we agree admission arrangements with all schools and partners etc)
- The work of the admissions forum- its status/health, what voice does it have, what has it said
- Working with partners and relationships with schools, resolving differences
- Primaries and secondaries similarities and differences, complexity of local community/area variations
- Publication and consultation requirements and compliance
- How late applications and in year applications are handled

### ***Administering the process: How do we assess what the data and intelligence tells us about how we fare in terms of***

- Clarity and Transparency of the process
- Levels of trust in the system
- Timeliness/Efficiency/ good administration

## **SECOND STAGE**

More in-depth discussion and understanding of parental satisfaction, and how arrangements are developing locally as the picture of educational provision changes.

### **Method**

A round table session. Possibly gathering views and experiences from interested parties and stakeholders

### ***Parental Satisfaction***

- The parental experience - how we make sure the process works as well as it can - access to information about application, application process online etc, decision making etc
- Satisfaction levels - how do we know how well we are doing
- Disappointment - Why being offered a place at a school for which one has expressed some form of preference can (or cannot) be taken as a true measure of satisfaction

### ***Future challenges -What does the future look like***

- How the local authority manages working with schools to prevent inappropriate and/or unduly restrictive admissions arrangements and promote social inclusion objective
- First v favourite school – to what extent is the chances of obtaining a place at the favourite causing parents to adjust behaviour.
- Press reports have suggested that some schools in other local authority areas are using their independence to select pupils in ways which might

be viewed as unfair – even inappropriate. Are there any grounds for concern that that experience might become a concern in North Yorkshire

### **THIRD STAGE**

Members will be asked to make some initial conclusions and recommendations and decide whether a report or briefing should be made, via a committee meeting, to the Portfolio Holder and/or Executive

#### **Work Plan: Timeline**

The following work programme is intended to give an impression of the likely timeframe and requirements

<b>Date</b>	<b>Meeting/event</b>	<b>Comments</b>
20 October 2017	Mid Cycle Briefing.	Discuss how the line of enquiry might work, How the information needs of the committee will be met. What approach the committee will take. Who needs to be there.
November	CYPS prepare information for committee	Paul Brennan and William Burchill. Shared with R Busby as necessary
Wednesday 29 November 2017	YP Scrutiny Committee Agenda Despatched	Report submitted for distribution with agenda
8 December 2017	YP Committee meeting	Briefing of Chair and group spokespersons beforehand

**NORTH YORKSHIRE COUNTY COUNCIL**

**Young Peoples Overview and Scrutiny Committee**

**8 December 2017**

**UPDATE ON SCHOOL ADMISSIONS AND THE CUSTOMER JOURNEY**

**1.0 Purpose of Report**

- 1.1 To update the Committee on school admissions and give an overview of the customer journey.
- 1.2 To enable the committee to:
- Assess the extent to which our admissions arrangements are compliant and effective
  - Assess how the local authority meets its obligations in a diverse educational landscape
  - Evaluate the parental experience of the admissions arrangements and the admissions process
  - Explore the challenges, to the Authority and its partners, both current and for the future

**Reference Documents:**

[Admissions Code 2014](#)  
[Admissions and Appeals Code 2012](#)

**2.0 Context**

- 2.1 In recent legislation and regulation the government has reaffirmed the local authority's duty to ensure fair access to educational provision. The current Admissions code was published on 19 December 2014.
- 2.2 The purpose of the code is to ensure that all school places for maintained schools (excluding maintained special schools) and Academies are allocated and offered in an open and fair way.
- 2.3 The code is clear that admission authorities and local authorities must comply with the following regulations and legislation:
- Equality Act 2010
  - Human Rights Act 1998
  - School Standards and Framework Act 1998



- 2.4 The School Admission (Admission Arrangements and Co-ordination of Admission Arrangements) (England) (Amendment) Regulations 2014 also came into force on the same date.
- 2.5 The new Schools Admission Code 2014 introduced a number of new freedoms and duties, which included some changes to the admissions timetable and some minor drafting changes
- 2.6 The two main changes allowed all state-funded schools to give priority in their admissions arrangements to eligible for pupil premium or service premium funding. The DfE issued non-statutory advice to help admission authorities who wanted to change their arrangements.
- 2.7 The provision relating to the admission of children outside of their normal age group, in particular summer born children where parents wish to delay their admission to Reception, were clarified. As a result of this clarification authorities are now required to describe their arrangements for such requests and take into consideration certain information when reaching a decision, again non-statutory advice from DfE was issued.
- 2.8 The Admissions Codes have the force of law, and where the words “Must” or “Must Not” are used, they represent a mandatory requirement.

### **3.0 How Admissions Work**

- 3.1 All schools must have admission arrangements that are “Clear”. These arrangements inform parents how their child will be admitted into a school. The arrangements include the “Criteria” that will be applied if there are more applications than places available.
- 3.2 Admission authorities “must” set (determine) admissions arrangements annually and confirmation of that process must be published by 28 February each year.

### **4.0 Published Admission Number**

- 4.1 Admission authorities set an admission number for each relevant group (Reception and Year 7), this is known as the Published Admission Number or PAN. This is the number of places that admission authorities must allocate up to during the normal admissions round and must be included in the determined arrangements.

### **5.0 Oversubscription Criteria**

All admission authorities “Must” set out their arrangements or criteria against which places at the school will be allocated. Places are allocated against the criteria when there are more applications than there are places. The criteria confirms the priority afforded to each group.

It should be noted that children with a statement of Special Education Needs (SEN) or Education, Health and Care Plan are admitted outside of the published criteria.

- 5.1 The Admissions Code confirms that Looked after Children or Previously Looked after Children must be given the highest priority. The oversubscription criteria must be reasonable, clear, objective and procedurally fair. Admission authorities must also ensure that their arrangements does not disadvantage unfairly, either directly or indirectly a child from any particular social or racial group, or a child with a disability or special educational needs (SEN(D)).
- 5.2 The code confirms in detail conditions that must not be used as part of your admission arrangements. It confirms that it is for admission authorities to decide which criteria they feel would be the most suitable for the school(s) and the local circumstances. The code lists the most commonly used oversubscription criteria:
- Looked After and Previously Looked After
  - Siblings at the School
  - Distance from the School
  - Catchment areas
  - Feeder Schools
  - Social and medical Need
  - Selection by ability or aptitude – Selective schools only
  - Faith based oversubscription criteria
  - Children of Staff at the school
  - Children eligible for pupil premium or service premium
- 5.3 Our current determined arrangements are contained within Appendix A Information for Parents 2018/2019 pages 11 and 12.

## **6.0 Admissions Consultation**

- 6.1 The authority consults each year on its proposed admission arrangements. Currently we are consulting on our proposed school admission arrangements for the academic year 2019/2020.
- 6.2 The authority consults in accordance with our statutory duty under the School Admissions (Admission Arrangements) (England) Regulations 2012. Our current consultation opened on 16 October 2017 and will close on 4 December 2017.
- We consult with all Primary and Secondary Headteachers
  - Headteachers of Academies
  - All Diocesan Bodies
  - All Neighbouring Authorities
  - All parents (Via the North Yorkshire Web Site)
- 6.3 The authority consults each year on the following documents:

- The proposed policy
- The proposed nursery policy
- The co-ordinated admissions arrangements
- The in-year fair access protocol
- Proposed primary published admission numbers
- The proposed secondary published admissions numbers

## **7.0 Future Challenges**

7.1 Admissions recognise the changing landscape of school admissions and the complex role the authority plays. Our role has changed over recent years and that speed of change has not diminished.

7.2 To continue to work with all schools acting as the admission authority for our community and voluntary controlled schools, and advisor and critical friend to our increasing numbers of academies and voluntary aided schools. Through review of own admission authority policies, coordination of “Bulk” admissions and traded services with schools carrying out the administration of the admissions and appeals process we work hard to ensure that all schools are compliant with the regulations and Codes.

- Appendix A: Information for Parents 2018/2019
- Appendix B: Admissions Process and the Customer Journey

## **8.0 Recommendation**

8.1 The Young Peoples Overview and Scrutiny Committee note the information in this report.

**STUART CARLTON**  
**CORPORATE DIRECTOR CHILDREN AND YOUNG PEOPLES SERVICE**

County Hall,  
 NORTHALLERTON

Report compiled by: William Burchill, Admissions Manager  
 Contact Details: Tel: 01609 532644  
 E-mail: [william.burchill@northyorks.gov.uk](mailto:william.burchill@northyorks.gov.uk)

28 November 2017  
 Background Documents Nil

## Admission to Schools 2018/19

### Information for Parents

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### **Key Dates**

There are a number of important dates you need to be aware of if you are applying for a school place for September 2018.

**Admission to Reception class** – If your child was born between 1<sup>st</sup> September 2013 and 31<sup>st</sup> August 2014 they are due to start in Reception class in September 2018, you must submit their application form by the **closing date 15<sup>th</sup> January 2018**.

**Infant to junior school transfers** - If your child was born between 1<sup>st</sup> September 2010 and 31<sup>st</sup> August 2011, attends an infant school and you wish them to transfer to a junior school, you must also submit your application form by the **closing date 15<sup>th</sup> January 2018**.

**Primary to secondary school transfer** - If your child was born between 1<sup>st</sup> September 2006 and 31<sup>st</sup> August 2007, they are due to transfer to secondary school in September 2018, you must submit their application form by the **closing date 31<sup>st</sup> October 2017**.

**In Year transfers** – If you wish your child to transfer between schools at any other time you should complete an In Year application form, applications are considered 6 weeks before a place is required. This includes parents who wish their child to transfer from an infant school to a primary school at the end of Year 2.

### **Closing Dates**

Forms received after the closing dates for applications will be considered as a late application, (unless you provide a reason that is acceptable to us), and will therefore be processed after we have considered all the other applications for a place at the school. For example, an application that we receive by the deadline date for a child living outside the catchment area of the school will have priority over a late application for a child living within the catchment area of the school. We may still be able to offer your child a place at your preferred school if there are places available, however if there are no places available the school allocated to you may be some distance away from your home.

If you do not submit an application form and your child is not already attending a North Yorkshire maintained school we may not know they need a school place.

### **Starting in a Reception Class and transfers from an Infant to Junior School 2018/2019**

Key Date	WHAT HAPPENS
September 2017	<b>Primary admissions round opens.</b> (children born between 01.09.13 – 31.08.14 and 01.09.10 – 31.08.11) Information about applying for infant, junior and primary schools is released online at <a href="http://www.northyorks.gov.uk/admissions">www.northyorks.gov.uk/admissions</a> .  Parents without internet access should contact the Admissions Team on 01609 533679 for a paper copy.
15th January 2018	<b>Closing date for primary school applications.</b> Applications (online and paper) must be received by this date.
9 <sup>th</sup> March 2018	<b>Last date for changes to applications</b> No changes can be made to applications after this date. Any change will be considered after National Offer Day



16 <sup>th</sup> April 2018	<p><b>National Offer Day 2018.</b> If you have applied online you will receive an email (by 5pm at the latest) informing you which school your child has been offered. You will also be able to view the offer by accessing your online account.</p> <p>If you have applied using a paper copy of the application form, a letter informing you which school your child has been offered will be posted 2<sup>nd</sup> class.</p>
1st May 2018 (onwards)	<p><b>Changes to your application</b> From this date onwards any late changes to your application and new late applications that have not been processed will be considered.</p>
15th May 2018	<p><b>Closing date for primary admission appeals.</b> Appeals for primary school places must be received by this date.</p>
June/July 2018	<p><b>Admission Appeal Hearings.</b> Main primary admission appeals to be heard during this period.</p>
31 <sup>st</sup> December 2018	<p><b>Closing date for holding school waiting lists.</b> All waiting lists held by us end on this day.</p>

### **Starting at secondary school in Year 7 in September 2018**

<b>Key Date</b>	<b>WHAT HAPPENS</b>
July 2017	<p><b>Secondary admission round information.</b> Letters will be distributed to primary schools for Year 5 children who live in North Yorkshire and attend a maintained North Yorkshire school.</p>
1 September 2017	<p><b>Secondary school admission round opens.</b> <i>(for children born between 01.09.06 – 31.08.07)</i> The parental portal will be available for online applications at <a href="http://www.northyorks.gov.uk/admissions">www.northyorks.gov.uk/admissions</a>. Parents without internet access should contact the Admissions Team on 01609 533679 for a paper copy.</p>
31 <sup>st</sup> October 2017	<p><b>Closing date for applications.</b> The last date for on time applications to be received for a school place in Year 7. After this date both online and paper applications will be considered as late.</p>
26 <sup>th</sup> January 2018	<p><b>Last date for changes to applications</b> No changes can be made to applications after this date. Any change will be considered after National Offer Day</p>
15 <sup>th</sup> February 2018	<p><b>Special Educational Needs.</b> The school to which a child with an Education, Health and Care Plan (formerly a final Statement of Special Educational Needs) will transfer in September 2018 is named in their Plan by this date.</p>
1 <sup>st</sup> March 2018	<p><b>National Offer Day.</b> If you have applied online you will receive an email informing you which school your child has been offered. You will also be able to view the offer by accessing your online account.</p> <p>If you have applied using a paper copy of the application form, a letter informing you which school your child has been offered will be posted 2<sup>nd</sup> class.</p>

16 <sup>th</sup> March 2018 (onwards)	<b>Changes to your application</b> From this date onwards any late changes to your application and late applications that have not been processed will be considered.
29 <sup>th</sup> March 2018	<b>Closing date for secondary admission appeals.</b> Appeals for a place at a particular secondary school must be received by this date.
April/June 2018	<b>Admission Appeal Hearings.</b> Main secondary admission appeals to be heard during this period.
31 <sup>st</sup> December 2018	<b>Closing date for school waiting lists.</b> All school waiting lists end on this day.

### **Selection Scheme Information for entry to a grammar school in September 2018**

<b>Key Date</b>	<b>WHAT HAPPENS</b>
29 <sup>th</sup> June 2017 7pm	<b>Selection evening for parents – Ripon Grammar School.</b> At this meeting officers will explain how the selection procedure is administered and address any issues raised.
6 <sup>th</sup> July 2017 7pm	<b>Selection evening for parents – Ermysted's Grammar School.</b> At this meeting officers will explain how the selection procedure is administered and address any issues raised.
21 <sup>st</sup> July 2017	<b>Closing date for requesting for selection testing.</b> Requests for children to be entered for selection testing in September 2017 must be received by this date.
9 <sup>th</sup> September 2017 (Saturday)	<b>First selection tests.</b> The first selection test for Year 6 children to be held at Ermysted's Grammar and Ripon Grammar Schools.
16 <sup>th</sup> September 2017 (Saturday)	<b>Second selection tests.</b> The second selection test for Year 6 children will be held at Ermysted's Grammar and Ripon Grammar Schools.
13 <sup>th</sup> October 2017	<b>Selection test results.</b> A letter informing you of your child's selection test results will be posted to you.
31 <sup>st</sup> October 2017	<b>Closing date for secondary school applications.</b> Applications for a school place in Year 7 must be received by this date.
26 <sup>th</sup> January 2018	<b>Last date for changes to applications</b> No changes can be made to applications after this date. Any change will be considered after National Offer Day
1 <sup>st</sup> March 2018	<b>National Offer Day.</b>

	<p>If you have applied online you will receive an email informing you which school your child has been offered. You will also be able to view the offer by accessing your online account.</p> <p>If you have applied using a paper copy of the application form, a letter informing you which school your child has been offered will be posted 2<sup>nd</sup> class.</p>
16 <sup>th</sup> March 2018 (onwards)	<p><b>Changes to your application</b> From this date onwards any late changes to your application and late applications that have not been processed will be considered.</p>
29 <sup>th</sup> March 2018	<p><b>Closing date for secondary admission appeals.</b> Appeals for secondary school places must be received by this date.</p>
April/June 2018	<p><b>Admission Appeal Hearings.</b> Main secondary admission appeals to be heard during this period.</p>
31 <sup>st</sup> December 2018	<p><b>Closing date for school waiting lists.</b> All waiting lists held by us end on this day.</p>

## **Help and Advice**

### **Selecting the right school for your child**

If your child is aged between 5 and 16, you have a legal duty to ensure they receive a full-time education suitable for their age and ability and we must make arrangements to help you decide which school you would prefer your child to attend.

As a parent or carer, you are able to preference any school you would like your child to attend. We encourage parents to preference between 3 and 5 different schools and to rank them in order of preference. When making your preferences it is important you check which school serves your home address, this may be known as your catchment, local, normal or appropriate school. If you list a school which is not your catchment school you will be responsible for transport arrangements and any associated costs. Further details about school transport and eligibility are available on the North Yorkshire website.

Things to do before applying:

- View the school website and prospectus.
- Visit the schools you are interested in and attend their open day / evenings.
- Read the schools Office for Standards and Education (Ofsted) Report. You can view their most recent reports on line at [www.ofsted.gov.uk/reports](http://www.ofsted.gov.uk/reports).
- Read the schools oversubscription policy. This explains how places are allocated when there are more applications than there are places available. This is known as oversubscription.
- Read the supporting information on the North Yorkshire website.

We coordinate admissions to all schools except independent schools. The School Admissions Code (2014) states admission authorities must allocate places on the basis of their determined admission arrangements only, and a decision to offer or refuse a school place must not be made by a single individual in an admissions authority. Where a school is its own admissions authority the whole governing body or admissions committee, established by the governing body, must make such decisions. It is important you understand the type of school you are applying for, as this affects the criteria used to determine which children will be offered places, who make the decisions and who you must appeal to if you are unhappy with the decision.

**Please note** head teachers or other school officials are not allowed to give any indication of whether your application will be successful. In addition they cannot inform parents their child has been allocated a place before a formal offer has been made by the local authority.

When a school is oversubscribed which means there are more applications than there are places available at the school, the allocation of places is determined by the published admissions criteria (please see Admission Policies Section on page 8 for more details on criteria). Part of the criteria uses the child's principal, permanent home address therefore it is important that you notify us of any change of address immediately.

### **Information about your address, where your child lives and if you move address**

The definition of 'home address' or 'principal, permanent residence', for the purpose of school admissions is the address at which your child resides most of the time. If the residency of your child is split between both parents, we consider the home address to be the address where the child lives for the majority of the school week (Monday to Friday). Parents will be required to complete and return a split residency form detailing the split.

If you are intending to move address part way through the application process, or you move address after you have submitted your application form, you will need to complete a changes form, this is available on line or from the Admissions Team. You will also be asked to provide documentary evidence that your new address is your principal residence and that you are living in the property.

Examples of acceptable documentary evidence:

<b>One of the documents below:</b>	<b>As well as Two of the documents below:</b>
A solicitor's letter confirming exchange of contracts on your property sale and purchase	A copy of your driving licence showing your updated address
A full copy of your new tenancy agreement, signed by yourself and your landlord, for a <u>minimum duration of 12 months</u>	A copy of your removal invoice showing both addresses
A letter from your current landlord confirming the date the tenancy ceased	A copy of your Tax Credit / Benefit award notice
If returning to a property you already own, you will need to provide written evidence of the date you will resume living in the property. If you have rented out this property you need to provide evidence that you have given your tenants notice to leave.	A copy of your motor insurance showing your updated address
A third party declaration form – where you have moved or are moving to live with another family member please contact the Admissions Team. The family member will be required to complete a declaration form to confirm you are living at their address.	A copy of your Child Benefit award notice

Please note that until the evidence is received and the Local Authority is satisfied that the information provided proves that you have moved to the address you have used to apply for a school place, (in particular at a school that is normally oversubscribed), the local authority will not be able to consider your application from your new address.

Please refer to Key dates for when we will action changes including a change of address.

### **Fraudulent or intentionally misleading applications and address verification**

The Authority has a duty to ensure the allocation of school places is carried out in a fair and equitable manner. Whenever a school place is obtained through the use of a fraudulent or intentionally misleading address, another child is deprived of their rightful place, therefore we check carefully to ensure correct addresses are used to prioritise applications.

Where the local authority has reason to suspect information in support of an application may be fraudulent or intentionally misleading, a range of checks will be undertaken on behalf of the local authority. This may include a visit to the addresses in question. If an address used to support an application for a community or voluntary controlled school is found to be fraudulent or intentionally misleading, the Authority reserves the right to withdraw the offer of a place. In cases where the application is for a Foundation, Free, Trust, Voluntary Aided or Academy school, the Authority will inform the relevant school of its findings.

Short-term tenancies (less than 12 months) entered into for the sole purpose of securing a place at a particular school will not qualify as the 'home address' or 'principal permanent residence'. You should be aware it is not usual practice for us to accept a temporary address if you still possess a property which was previously used as your home address.

If you have reason to believe another parent has not provided the correct information on their application form please contact The Admissions, Transport and Welfare Team, in confidence. Contact details can be found on page 38.

### **Children with special educational needs**

It is not possible for a parent or carer to apply for a place at a special school through this application process. If your child has an Education Health and Care Plan (or a statement of special educational needs) the school application process will be dealt with through the Special Educational Needs Team (SEN). Parents must contact the SEN team on 01609 535002.

Information for children with an Education Health and Care Plan (EHCP) or a final Statement of Special Educational Needs can be found at [www.northyorks.gov.uk/send](http://www.northyorks.gov.uk/send)

### **Listing your preferences**

You are able to preference up to 5 different schools and you should list them in order of preference. Listing only 1 school or the same school more than once, will not increase your chances of obtaining a place at that school and this may lead to you being allocated a place at a school you would prefer your child not to attend. We recommend you list between 3 and 5 schools. Parents who have expressed a preference for a school will be considered first.

If you do not preference a school, if there are places available, we will allocate a place at the catchment school for your home address. If the catchment school for your home address is oversubscribed we will allocate a place at the nearest school with a vacancy, which may be some distance from your home.

The number of applications varies from year to year therefore, even though your neighbour's child or even an older brother or sister of your child was offered a place at a particular school in a previous year, it does not guarantee a place will be allocated this year.

Please note- if your child attends a school which is not your catchment school or it is not the nearest school to your home address you will be responsible for getting your child to school, making the necessary arrangements and any associated transport costs. This will be for the duration of your child's time at the school. It is important that you do not rely on existing education transport services when choosing a school. This is because a school service may have no spare seats for non entitled pupils, the capacity can be reduced or the service can be removed depending on the number of entitled pupils who are travelling. Please see the home to school transport section, on page 17, for more details on transport entitlement.

It is important for you to note infant and junior schools are separate schools. If you apply for a place at an infant school for your child and they have a brother or sister at the junior school your application will not be given priority under the sibling link criterion.

If you have multiple birth children, for example twins or triplets, we will try, wherever possible, to offer all the children a place at the same school. Infant classes (Key Stage 1) should be restricted to no more than 30 children with a single school teacher in accordance with the School Admissions Code (2014). Additional children may be admitted under limited exceptional circumstances, for example a child whose twin or sibling from a multiple birth has been admitted other than as an excepted pupil. These children will remain as 'excepted pupils' whilst they remain in an infant class or until the class numbers fall back to the current infant class size limit.

Our overall aim is to ensure a single offer of a school place is made on the National Offer Day and that we meet your highest preference wherever possible. We have a good record of meeting parental preferences however not all children will be offered a place at the school named as their highest preference. **Please note** it is important to let us know if you intend to home school your child or they are to be educated at an independent school.

If you live within another local authority but would like a North Yorkshire school we will try and accommodate your preferred school however we do not need to do this if:

- This would affect the education of other children because the school is oversubscribed.
- Your preferred school is an academy, a voluntary aided, foundation or trust school and meeting your preference would not be in line with their admission arrangements.
- The arrangements for admission to the preferred school are based totally or partly on your child's academic ability, and meeting your preference would not be in line with the school's selection arrangements.

## **Equal Preference**

In line with the School Admissions Code (2014) we operate an equal preference with ranking system. This is a national model designed to ensure, as far as possible, parent/carers' preferences for particular schools are considered fairly, equitably and consistently.

Equal preference requires the admission authority to consider all preferences received for a particular school (first, second, third, fourth and fifth) equally and, where the school is oversubscribed, apply the oversubscription criteria. Where more than one preference can be met the local authority will offer the highest ranking preference.

## **School Admissions and Parental Responsibility**

By submitting an application for a school place, you are stating that you have parental responsibility for the child named on the form, or if you share parental responsibility, that you are in agreement regarding the preferences stated on the application for a school place.

If we receive conflicting instructions for a child, we will not be able to process the application or allocate a place for your child. We may require legal clarification before proceeding with applications in these circumstances.

More information on parental responsibility can be found at

<https://www.gov.uk/parental-rights-responsibilities/who-has-parental-responsibility>

### **Enhanced Mainstream Provision**

A number of schools across the county have enhanced mainstream provision for a range of special educational needs. Access to enhanced mainstream provision is shared across the wider local area. A child may access the provision when the local authority deems the child has special educational needs and the provision is appropriate to meet those needs. It is important to note **the presence of enhanced mainstream provision at a school does not form part of the local authority's admission policy** and is not considered as a reason for applying for a place at that particular school unless a child has an Education Health and Care Plan which names that school.

### **Financial Assistance**

We are able to offer some financial assistance schemes including:

- Free school meals for families receiving various state benefits.
- Reduction of fees for board and lodgings in residential centres for families receiving various state benefits.

Schools must provide free of charge, any activities which take place out of school hours but relate to the national curriculum or form part of a public exam syllabus. The exception to this is where the activities are provided by Bewerley Park and East Barnby Outdoor Centres. Schools may charge for the cost of board and lodgings on field trips and may ask for voluntary contributions for activities which the law does not allow them to charge for. Schools may levy a charge for certain activities but only after the governors have agreed on a detailed policy for charging.

### **Admissions Policies**

#### **Determination of Admission Arrangements 2018-2019**

North Yorkshire County Council, being the admission authority for all community and voluntary controlled primary and secondary schools in its area has determined the admission arrangements for the 2018-19 school year. The admission arrangements for those schools within North Yorkshire that are not community or voluntary controlled schools are determined by their respective governing bodies or academy trust.

Copies of the determined admission arrangements for voluntary aided, foundation and trust schools and academies are available from the individual schools.

Any person or body who considers that a maintained school or academy's arrangements are unlawful or not in compliance with the Code or relevant law relating to admissions can make an objection to the Schools Adjudicator. Objections **must** be referred to the adjudicator by 15 May in the determination year. Further information on how to make an objection can be obtained from the office of the schools adjudicator:

Office of the Schools Adjudicator, Bishopsgate House, Feethams, Darlington DL1 5QE  
Telephone: 01325 340402 Email: [osa.team@osa.gsi.gov.uk](mailto:osa.team@osa.gsi.gov.uk)  
Website: GOV.UK - office of the schools adjudicator

Further information about the determined arrangements and advice on the objection procedure may be obtained from: Children and Young People's Service, North Yorkshire County Council, County Hall, Northallerton DL7 8AE, Telephone: 01609 532644

**Listed below are the 'determined' school admissions policies for North Yorkshire schools together with admissions policies for 2018-19 for voluntary aided, foundation, trust schools and academies.**

If you are looking for the admission arrangements for voluntary aided, voluntary trust or academies schools and they are not displayed on the North Yorkshire County Council website, please refer directly to that school's website.

Where a school is oversubscribed all schools must give the highest priority to Looked After children and Previously Looked After children. Previously Looked After children are children who were previously in the care of a Local Authority, but ceased to be so because they were adopted or became subject to a Child Arrangement Order (CAO) or Special Guardianship Order (SGO).

### **Admissions Policy for Community and Voluntary Controlled Schools 2018/19**

All governing bodies are required by Section 324 of the Education Act 1996 or The Children & Families Act 2014 to admit to the school children with an Education, Health and Care plan (EHCP), (formerly a Statement of Special Educational Needs), which names the school. This is not an oversubscription criterion and relates only to children who have undergone statutory assessment and for whom an EHCP has been issued. If a school is oversubscribed after the admission of children with a final statement or EHCP the following criteria will apply for North Yorkshire schools:

<b>Order of Priority:</b>	<b>Notes:</b>
<p><b>Priority group 1.</b> Looked After Children and all Previously Looked After Children for whom the school has been named as a preference. Previously Looked After Children are children who were previously looked after but ceased to be so because they were adopted<sup>1</sup> or became subject to a Child Arrangement Order<sup>2</sup> or Special Guardianship Order.</p>	<p>This applies to all Looked After Children, including those who are in the care of another local authority or being provided with accommodation by a local authority in the exercise of their social services function at the time of making an application. In the case of previously Looked After Children, a copy of the relevant documentation will be required in support of the application.</p> <p><sup>1</sup>This includes children who were adopted under the Adoption Act 1976 and children who were adopted under the Adopted &amp; Children Act 2002.</p> <p><sup>2</sup>Child Arrangement Orders replace Residence Orders and any residence order in force prior to 22<sup>nd</sup> April 2014 is deemed to be a Child Arrangement Order.</p>
<p><b>Priority group 2.</b> Children the Authority believes to have exceptional social or medical reasons for admission.</p>	<p>We will only consider applications on social or medical grounds if they are supported by a professional recommendation from a doctor, social worker or other appropriate professional. The supporting evidence should set out the particular social or medical reason(s) why the school in question is the most suitable school and the difficulties that would be caused if the child had to attend another school.</p>



	All supported applications will be assessed by a panel of qualified professionals. Unsupported applications will not be considered under this criterion.
<b>Priority group 3.</b> Children living within the catchment area of the school.	If a school is oversubscribed priority will be given to those with a sibling at the school in September 2018 and then to those living nearest the school. In all cases 'sibling' refers to brother or sister, half-brother or half-sister, step-brother or step-sister or the child of a parent/carer's partner where the child for whom the school place is sought is living in the same family unit and at the same address as the 'sibling'.
<b>Priority group 4.</b> Children living outside the catchment area of the school.	If a school is oversubscribed, priority will be given to those with a sibling at the school in September 2018 and then to those living nearest the school. In all cases 'sibling' refers to brother or sister, half-brother or half-sister, step-brother or step-sister or the child of a parent/carer's partner where the child for whom the school place is sought is living in the same family unit and at the same address as the 'sibling'.

Children in higher numbered priority groups will be allocated places ahead of those in lower numbered priority groups. All applications within each priority groups will be considered equally (i.e. all applications, regardless of the order of school preference).

### **Tie Break**

All distance measurements are based on the nearest route recognised by the County Council's electronic mapping system from a child's home address to school. The measurement is made from a fixed point within the dwelling, as identified by Ordnance Survey, to the nearest school entrance using footpaths and roads. The routes measured to determine the allocation of school places will be those recognised by the electronic mapping system used by the school admissions team.

**The definition of 'home address' or 'principal, permanent residence', for the purpose of school admissions, is the address at which your child resides most of the time.** If the residency of your child is split between both parents, we consider the home address to be the address where your child lives for the majority of the school week (Monday to Friday). Parents will be required to complete and return a split residency form detailing the split.

If the distance tie-break is not sufficient to distinguish between applicants in a particular priority group a random allocation will be used.

**Please note** - If you preference a school other than your catchment area school, you will be responsible for transporting your child to that school, together with any associated costs, for the duration of their time at that school.

### **Random Allocation Procedure**

Random allocations are necessary where:

- There is more than one applicant ranked equally according to the published admission rules and there are insufficient places available to allocate all of the equally ranked applicants.

- This occurs where applicants are equidistant from a school because the usual method of measuring distance to the school results in two unrelated applicants having the same distance measurement.

Each random allocation event only holds for the allocation of the currently available school place. On any waiting list the remaining applicants remain equally ranked and any further place is offered as the result of a further random exercise. In making a random allocation it is important that there is scrutiny from a person who is not involved in the allocation process.

### Definition of Roles

- **Independent scrutineer** – this is a person who ensures the process is carried out in a correct and transparent way. The independent scrutineer must be independent of the school for which the allocation is made and also must be independent of the Council's admissions and transport team.
- **Admissions officer** – this is an officer from the Council's admissions and transport team who is responsible for carrying out the administration of the random allocation procedure and recoding the results, under scrutiny of the independent *scrutineer*.
- **Person who makes the draw** – this must be a person independent of the school for which the allocation is to be made and must be a person who is not part of the Council's admissions and transport team.

### Process Flow

**This entire process is to be conducted in sight of, and under scrutiny of, the independent scrutineer.**

1. The admissions officer allocates each pupil to be included in the draw a number and records it on the 'random allocation cross reference sheet'. This is placed in a sealed envelope.
2. The admissions officer prepares as many equal sized pieces of white paper as are necessary and which are numbered consecutively.
3. The admissions officer folds each numbered sheet and seals them in identical envelopes i.e. envelopes with no visibly identifiable differences.
4. The admissions officer shuffles the envelopes and hands them to the person who makes the draw, who shuffles the envelopes again, picks one and opens it.
5. The admissions officer records the first number drawn on the 'random allocation record sheet'.
6. If more than one place can be offered they continue to draw envelopes and record numbers until all of the available places are allocated.
7. The admissions officer then opens the previously sealed envelope containing the 'random allocation cross reference sheet' and records the numbers drawn on the 'random allocation cross reference sheet', marking clearly which children have been allocated a place and which have not.
8. Once the process has been completed, the admissions officer, independent scrutineer and person who makes the draw should sign and date both the 'random allocation record sheet' and the 'random allocation cross reference sheet' in order to certify that the procedure has been carried out correctly.

### Local arrangements – Scarborough area

#### Graham School

For priority group 3 applications, that is, children living within the catchment area of the school, priority will be given as follows:

1. Children living in the area normally served by East Ayton Community Primary School and the area west of Scalby Road from Lady Edith's Drive to Scalby Beck.
2. Children who will have an older sibling at the school in September 2018.
3. Children who live nearest to the school.

### **Scalby School**

For priority group 4 applications, that is, children living outside the catchment area of the school, priority will be given to children who live in the area normally served by East Ayton Community Primary School and the area west of Scalby Road from Lady Edith's Drive to Scalby Beck and who:

1. Will have an older sibling at Scalby School in September 2018.
2. Would have to make the longest journey to another school without them becoming eligible for assistance with travel costs under the local authority transport policy.

### **Local arrangements - Selby area**

#### **Brayton Academy and Selby High School**

For the purposes of admissions for priority group 3 children, a distinction is drawn between those who live in Selby rural area and those who live in Selby town area. Brayton Academy School and Selby High School each has its own designated rural area but the schools are jointly the catchment schools for Selby town area. Places will be offered, within priority group 3, to children from the individual rural catchment area associated with each school before those in the town area. The tie-break element of the Admissions Policy for community and voluntary controlled schools for the academic year 2018/19 will be applied where necessary.

### **Local arrangements – Ripon area**

#### **Outwood Academy Ripon**

Outwood Academy Ripon is an Academy Trust School that is the designated secondary school for pupils living within a defined catchment area. All distance measurements to determine the allocation of school places are based on a straight line distance as determined by the County Council's electronic mapping system from a child's home address to the nearest school entrance.

#### **Ripon Grammar School**

Ripon Grammar School is a designated grammar school as designated by the Education (Grammar School Designation) Order 1998 (SI 1998/2219)<sup>1</sup>. This means the school is permitted to select its entire intake based on academic ability (Section 104 of the School Standards and Framework Act 1996). The school does not have to fill all its available places if applicants have not reached the required standard. Ripon Grammar School offers 103 day places and 14 boarding places.

As a maintained boarding school Ripon Grammar School may take boarders as well as day pupils. Maintained boarding schools can set separate admission numbers for day places and boarding places and may interview applicants to assess their suitability for boarding. Such interviews however, **must** only consider whether:

- The child presents a serious health and safety hazard to other boarders.
- The child would be able to cope with and benefit from a boarding environment.

To help with this assessment the school may use:

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<sup>1</sup> Where a designated Grammar School converts to become an Academy, the Academy is permitted to continue selecting their entire intake: Section 6(3) of the Academies Act 2010.

- A Supplementary Information Form (SIF).
- Information from the previous school.
- Information from the child's home authority (safeguarding issues).

Boarding schools **must** give priority in their oversubscription criteria in the following order:

1. Looked After and Previously Looked After children.
2. Children of UK Armed Forces personnel who qualify for Ministry of Defence financial assistance with the cost of boarding fees.
3. Children with a 'boarding need', defined by Ripon Grammar School as follows:

- a. Children 'at risk' or with an unstable home environment, and children of service personnel who died whilst serving or were discharged from service as a result of attributable injury.
- b. Children of key workers and Crown Servants working abroad, for example the children of charity workers, people working for voluntary service organisations, the diplomatic service, European Union or teachers, law enforcement officers and medical staff working abroad whose work dictates they spend much of the year overseas.

### **Deferred Applications for Infants**

Admission authorities must provide for the admission of all children in the September following their fourth birthday.

In accordance with the admissions code (2014), parents offered a place in reception for their child can defer the date their child starts, or take the place up part-time until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made. Children reach compulsory school age on the prescribed day following their 5<sup>th</sup> birthday (or on their 5<sup>th</sup> birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.

### **Admission of Children Outside of Their Normal Age Group**

The School Admissions Code states 'Parents may seek a place for their child outside their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request they are admitted out of their normal age group – to reception rather than Year 1.'

For further details regarding summer born children please refer to Frequently Asked Questions 'What if my Child is Summer Born?'

### **Statutory Right of an Admission Appeal**

#### **Admission Appeals**

By law, if you are refused a place at your preferred school, you have the right to appeal against that decision to an independent panel. School admission appeal panels are independent of the school and the local authority.

It is not always possible to allocate a place at a parent or carer's preferred school(s). This may be due to the school(s) being oversubscribed or, in the case of a selective grammar school, because your child did not achieve the standard required in the selection tests. An admissions appeal allows you to present your reasons for preferring that particular school to an independent panel who will decide whether your reasons are strong enough to overturn the admission authority's

decision. For community and voluntary controlled schools the admission authority is the local authority and in the case of an academy, voluntary aided, foundation or trust school it is the governing body.

If you submit an appeal, you will be informed, by the clerk to the Appeals Panel, when and where your appeal will be heard. At least 7 days in advance of the hearing you will be sent a written summary of the case for refusing your child a place at the school. Your appeal hearing will be held in private and it is recommended you attend your hearing in person if at all possible.

At the hearing there will be 3 panel members who make the decision, a clerk who will record the proceedings and advise on matters of law and procedure, a representative from the admission authority and you as the appellant. The officer from the admission authority will state the case for not meeting your preference and you will be given the opportunity to explain the reasons why you wish your child to attend that particular school. In the first instance the panel will determine whether the admission authority has proved why it cannot admit more children and if so, will go on to consider all the points you have made. The panel's decision is based around balancing the needs of the child against the effect of admitting another child into the school. All admission appeals panels act independently and their decisions are binding on all parties. There is no further right of appeal for a place in the same academic year group unless there is a significant change in your circumstances.

The Local Government Ombudsman can investigate complaints of maladministration. Further details about this will be provided if your appeal is not upheld.

### **Infant Class Size 30 (CS30)**

If you are appealing for a place in a Reception class, you have a more limited right of appeal because the law states infant class sizes must be restricted to 30 children with a single teacher. In such cases the panel may only uphold your appeal if the admission rules were not administered correctly and your child should have been offered a place, or the decision to refuse a place was not one which a reasonable admission authority would make under the circumstances.

**ACE Education Advice** – Parents may also wish to contact ACE Ltd which is an independent national advice centre. ACE Ltd can provide advice and information on admission appeals through a national advice line and a wide range of publications. More information can be found at [www.ace-ed.org.uk](http://www.ace-ed.org.uk)

For further information on general admission appeals and copies of appeal forms please visit [www.northyorks.gov.uk/admission\\_appeals](http://www.northyorks.gov.uk/admission_appeals) or contact the Admissions, Transport and Welfare Team:

### **Special Educational Needs**

Please note there is a different appeals process for children with an Education, Health and Care Plan or final Statement of Special Educational Needs. Please contact the SEN Team for details on 01609 535002

### **Types of Schools in North Yorkshire**

You must complete a Common Application Form (CAF) for all schools. The Local Authority has a statutory duty to co-ordinate all admissions to school for the normal year of entry.

Below is a list of the different types of schools available within North Yorkshire. Some schools may require you to complete a Supplementary Information Form (SIF) in addition to the CAF. You should contact schools direct for information on their SIF requirements. Failure to complete a SIF,

if one is required, will result in your application being considered after all other applications where a SIF has been submitted.

### **Academy Schools**

Academy schools are directly funded by central government and are independent of the local authority. Academies manage their own assets, employ their own staff and determine their own admission arrangements.

### **Community Schools**

The school governors are responsible for the strategic management of the school, including appointing staff and managing the school budget. The local authority and the governors share responsibility for maintaining the school buildings. The local authority determines the admission arrangements for community schools.

### **Faith Schools**

Faith schools can be various types of schools e.g. academies, free schools, voluntary-aided schools etc. but are associated with a particular religion. Faith schools are free to restrict religious studies to their own particular religion. Anyone may apply for a place at a faith school however the admissions criteria may include certain faith based requirements.

### **Foundation Schools**

Some foundation schools were previously known as 'grant-maintained' schools. The schools governors are responsible for the strategic management of the school, including appointing staff and determining the school's admission arrangements.

### **Free Schools**

Free schools are funded by central government and are independent of local authorities. They are 'all-ability' schools and may not use academic selection as part of their admissions process. Free schools are run on a 'not-for-profit' basis and may be set up by groups such as parents, teachers, businesses, charities etc.

### **Independent Schools**

Independent schools are privately run and charge fees to attend instead of being funded by central government. These schools determine their own admission arrangements and should be contacted direct for further details. If you would prefer your child to attend an independent school you should still complete a Common Application Form (CAF), naming the independent school as well as any other schools you may be interested in. We will consider any preferences for a North Yorkshire school according to the order of preference however we will not co-ordinate admissions with any independent school nor offer a place there.

We will offer a place at a North Yorkshire school even if you have not named one on your CAF. This is because we have a duty to ensure a school place is available for every North Yorkshire child, unless you confirm **in writing**, prior to the national offer day, that you have accepted a place at an independent school. If you accept a place at an independent school after national offer day, please confirm, in writing, to the admissions team so the place offered to your child may be allocated to another.

### **Selective Grammar Schools**

Within North Yorkshire there are 3 selective grammar schools:

- Ripon Grammar School.
- Ermysted's Grammar School for Boys (Skipton).

- Skipton Girls' High School (an academy school).\*

Admission into Ripon Grammar School and Ermysted's Grammar School for Boys is based on a child's performance in a series of tests designed to identify academic potential. You should consider carefully whether a selective grammar school is the right choice for your child and whether or not they can meet the required academic standard. Further information about Ripon Grammar School, Ermysted's Grammar School for boys and the selection test procedure can be found on the North Yorkshire website.

\*As an academy, Skipton Girls High School sets and administers its own selection tests which will differ from those set by North Yorkshire County Council. Please contact the school direct for full details.

**If you would like your child to attend a grammar school in North Yorkshire you must list the school(s) on your Common Application Form.**

### **Special Schools**

To attend a 'Special School' your child will need to have an Education, Health and Care Plan (or a Statement of Special Educational Needs. These schools may specialise in 1 of the 4 areas of special educational needs:

- Communication and interaction.
- Cognition and learning.
- Social, emotional and mental health.
- Sensory and physical needs.

You will need to contact the SEN Team if you wish your child to attend a special school.

### **Trust Schools**

A trust school is a state-funded foundation school supported by a charitable trust, made up of the school and partners working together for the benefit of the school. It manages its own assets, employs its own staff and sets its own admission arrangements.

### **University Technical College (UTC)**

A UTC is government funded schools and open to young people aged 14 – 18 years. A UTC is designed to integrate technical, practical and academic learning and is supported by industry and a local university to deliver its curriculum. Further information on UTCs can be found at

[www.utcolleges.org](http://www.utcolleges.org)

### **Voluntary Schools**

These schools are funded by voluntary organisations including religious institutions and educational trusts or foundations. All have foundation governors appointed to protect and develop the religious or educational character of the school. There are 2 types of voluntary schools:

- **Voluntary-aided schools**

Both religious education and assemblies are in line with the trust deed. The board of governors determines the school's admission arrangements, term dates and appoints staff however, it shares responsibility with the local authority in respect of maintaining the school buildings.

- **Voluntary-controlled schools**

Although funded by voluntary organisations, the local authority fully maintains these schools. School assemblies are in line with the trust deed however, religious education is in line with the locally agreed syllabus. In most matters the board of governors has the same duties and powers as those of community schools but the local authority determines the admission arrangements.



## **Home to school transport**

### **Policy**

Free school transport will be provided to the catchment school or the nearest school to your home address if it is over the statutory walking distances set out in Section 444(5) of the Education Act 1996, this is:

- *2 miles for children under the age of 8 years.*
- *3 miles for children aged 8 years and over.*

Or

- *Where the route to the catchment or nearest school is not safe to walk accompanied by a responsible adult.*

### **Exceptions**

The following categories of children from low income families (children entitled to free school meals or whose parent are in receipt of the maximum level of Working Tax Credit) are eligible for free home to school transport:

- *Children aged 8, but under the age of 11 who are attending their catchment or nearest school and the distance to that school is more than 2 miles.*
- *Children in Years 7-11 who attend one of their three nearest secondary schools and the school is over 2 miles but less than 6 miles from where they live.*
- *Children in Years 7-11 who attend the nearest denominational secondary school, where the distance is over 2 miles but less than 15 miles from home.*
- *Children aged 5-11 who attend the nearest denominational primary school, where the distance is more than 2 miles but less than 5 miles from home.*

Eligibility will be assessed on an annual basis and may be withdrawn if parents' benefits change. For further information on the above, visit [www.northyorks.gov.uk](http://www.northyorks.gov.uk). For information about sources of financial support for young people aged over 16, visit [www.direct.gov.uk](http://www.direct.gov.uk).

**Please note;** if your child attends a school which is not your catchment school or the nearest school to your home address you will be responsible for transport and any associated transport costs, this is for the duration of your child's time at that school. In exceptional circumstances, free transport may be provided on a temporary basis however each case will be assessed on its own merits.

### **Type of transport provided**

The mode of transport provided for eligible children will be either:

- By school bus services.
- By local bus services.
- By contracted vehicles (taxis).

In exceptional circumstances, allowances may be paid for parents to use their own transport. Children with specific mobility difficulties may be provided with specialist transport however, each case will be assessed on its own merit.

### Transport to denominational schools

The Authority no longer provides transport to denominational secondary school (see exceptions)

Existing arrangements for transporting primary school pupils to a denominational school will change in **July 2018**. At this time, the transport network will be reviewed and transport provision removed.

Additionally, paid permits will not be available for purchase and parents will be responsible for all transport arrangements and costs. It is important that you do not rely on existing travel arrangements when deciding which school you wish your child to attend.

### Exceptions

The exception to this is children from low income families (children entitled to free school meals or whose parents are in receipt of the maximum level of Working Tax Credit) will still be eligible for free home to denominational school transport as follows:

- *Children in Years 7-11 who attend the nearest denominational secondary school, where the distance is over 2 miles but less than 15 miles from home.*
- *Children aged 5-11 who attend the nearest denominational primary school, where the distance is more than 2 miles but less than 5 miles from home.*

**Please note**, transport on low income is assessed on an annual basis and may be withdrawn if parents' benefits change.

- *Where the denominational school is the nearest school to the child's home address and is over the statutory walking distances transport will be provided.*

For further information on the above, visit [www.northyorks.gov.uk/schooltransport](http://www.northyorks.gov.uk/schooltransport)

### Distance measurements

When determining eligibility for assistance with transport, the measurement from home to school will be taken from the boundary of the home to the nearest entrance gate to the school (this is not always the main entrance to the school) following the nearest available walked route. This can include a suitable footpath or bridle-path. Where a private road or farm track exists this is included in the measurement. The distance measurement is taken as an exact measurement and this means that in some cases pupils living in the same street or even in adjoining properties may not all be eligible for free home to school transport.

When deciding on eligibility for children under the exceptions criteria the route up to 2 miles will be measured as a walked route, using footpaths or bridle ways. The distance over 2 miles will be measured along road routes. **This only applies to children if they are in receipt of free school meals or if parents receive their maximum level of working tax credit.**

The term 'home' in this policy means the permanent address where the child lives for most of the time. Where children have more than one 'home' (i.e. parents or guardians live separately)

eligibility will only be assessed from separate addresses when children live with each parent or guardian for 50% of the school term time, this does not include weekends or holidays.

Please note; routes from home to school are regularly reviewed by the Local Authority to incorporate newly identified routes into the electronic mapping system used for measuring. If a route from home to school is re-measured and found to be under the qualifying distance, free home to school transport will be withdrawn with a full terms notice.

## **Safety**

All the vehicles used are subject to regular inspections and the drivers and assistants all have the relevant clearance to work with children. The Authority takes all reasonable precautions to ensure the safety of pupils using the vehicles. For their part, pupils are expected to behave whilst travelling and wear a seatbelt, where fitted. Parents' are reminded they are solely responsible for the safety of their children both before they board and after disembarking the vehicle and for ensuring their children get to and from the nearest pickup point on time.

## **Appealing for Home to School Transport**

**Stage 1** - If your child is not entitled to free home to school transport, however if you feel there are circumstances which should be considered, and providing you submit supporting evidence, a senior officer will review your case. If we are still unable to award transport you will be notified of this decision.

**Stage 2** – You may appeal against our decision. Each case will be considered individually by the appeals committee which consists of 4 County Council members. For further information please contact the Admission, Transport and Welfare Team.

## **Paid Travel Permit**

If your child is not entitled to home to school transport you may be able to apply for paid travel permit to travel on a school service that is operating, for entitled pupils, that has spare seats. Once you have applied for a permit your application will be reviewed and availability checked on your chosen service. If there is a seat available then a permit will be issued and payment will be taken.

You must be aware that this is not a guaranteed seat on a bus and a pass may be withdrawn at short notice (7 days' notice) The County Council will not provide additional capacity or divert vehicles from their normal route to accommodate an application for a paid permit.

## New Information

### Academy Listings for North Yorkshire

#### List of Academies (& proposed academies) as at August 2017

School Name	Date of Conversion
Aspin Park Primary School	Jul-17
Askwith Primary School	Aug-15
Barlby High School	Sept -17
Bilton Grange Primary School	Aug-15
Brayton Academy	Sept -16
Brotherton & Byram Primary School	Jul-15
Camblesforth Primary School	Jan-17
Coppice Valley Primary School	Aug - 17
East Whitby Primary School	Nov-16
Ebor Academy Filey	Sep-15
Filey Infants and Nursery	Apr-17
Forest of Galtres Primary School	Dec-16
Great Smeaton Academy Primary School	Sep-11
Hampsthwaite Primary School	Feb-17
Harrogate Grammar School	Mar-11
Harrogate High School	Jun-12
Hawes Primary School	Oct-16
Hookstone Chase Primary School	Sep-16
Leyburn Community Primary	May-17
Lothersdale Primary School	Aug-15
Meadowside Primary School	Jul-17
Moorside Infants School	Due Dec -17
New Park Primary School	Dec-15
Norton College	May-11
Oatlands Infant School	Aug-15
Oatlands Junior School	Aug-15
Outwood Academy, Easingwold	Due Oct -17
Outwood Academy , Ripon	Sep-11
Pannal Primary School, Harrogate	July-16
Richard Taylor CE Primary School	Mar-15
Richmond CE Primary School	Due Oct -17

Richmond School	Due Sept -17
Roseberry Primary School	Oct-14
Rossett School	Jul-11
Rossett Acre Primary School	Nov-16
Scalby Secondary School	Sep-16
Skipton Girl's High School	Apr-11
South Craven School	May-11
Staynor Hall Primary Academy	Sept -16
St. Aidan's CE High School	Aug-11
St. Joseph's RC Primary School, Harrogate	Jul-15
St. Mary's RC Primary School, Knaresborough	Jul-15
St. Peter's CE Harrogate	Mar-16
St. Stephen's RC Primary School	Aug-15
Stokesley Primary School	Nov -16
Stokesley Secondary School	Apr-15
The Grove Academy	Sep-13
Thomas Hinderwell Primary Academy	Nov-13
Topcliffe Primary School	Aug -17
The Skipton Academy	Sep-14
Western Primary School	Aug-15
The Woodlands Academy	Apr-13

## Frequently Asked Questions (FAQs)

### General Questions

#### Q - Do I have to apply for a school place?

**Yes - Everyone must apply.** If you would like your child to attend a school which is state funded, the law states you must make an application for admission. Neither the local authority nor the school will assume you want a place and reserve one for you; even if you have an older child attending the same school, your child attends a nursery class at the school or you live next door to the school.

#### Q – How do I apply for a school place? (Primary, Infant to Junior & Secondary)

You must submit a Common Application Form (CAF), online at [www.northyorks.gov.uk/admissions](http://www.northyorks.gov.uk/admissions) or by obtaining a paper copy from the Admissions, Transport and Welfare team. Please read the admissions policy for your preferred schools' carefully. If you think your child has **exceptional** social or medical reasons to attend your highest preference school please include the details on the CAF and **provide supporting evidence from an appropriately qualified professional. It is your responsibility to provide supporting information and the Authority will not request information.** All the information you provide will be treated confidentially. If you require help completing the CAF please contact the Admissions, Transport and Welfare team.

#### Q – Why should I apply online?

There are a number of benefits to applying online:

- It is quick, safe and secure.
- It is available 24/7.
- You will receive a verification email when setting up your account and an electronic acknowledgement once you have submitted your application.
- You will be able to find out which school your child has been offered on National Offer Day by logging back into your account.

#### Q - What if I do not have access to the internet at home?

**Free access** to the internet is available at all North Yorkshire libraries and most children's centres. If you are unable to access the internet or have poor reception in your area, paper copies are available on request. **Please note;** if you apply using the paper copy, notification of a school place will be posted 2<sup>nd</sup> class on National Offer Day.

#### Q – What if I want my child to attend a faith school?

If you live in North Yorkshire and want to apply for a place at a faith school you must complete a CAF. In addition, you **must** also contact the school direct. If your preferred school requires you to complete a Supplementary Information Form (SIF), failure to do so will result in your application being considered after all other applications for which a completed SIF was submitted. The school prospectus will contain information regarding the school's admission arrangements including whether or not a SIF is required. If you have any queries regarding admission to a voluntary-aided faith school please contact the school. The completion of a SIF is not an application for a place at the school.

#### Q – Who should complete the Common Application Form (CAF)?

For education purposes, (section 576 of the Education Act 1966) any adult who has parental responsibility or day to day legal responsibility of a child may complete the CAF. A person has care of a child if they are the person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child.

The School Admissions Team will only discuss the content or progress of any application with the applicant themselves.

#### Q – Can each parent make separate applications for their child's school place?

**No.** Only one application per child will be accepted. In the case of disputes between parents, there is an expectation that parents will resolve these themselves and make a single application which both parents are in agreement with.

#### Q – What happens if both parents cannot agree on the choice of schools?

In accordance with the School Admissions Code (2014), the local authority may only offer one school place per child. If parents disagree which school they would prefer their child to attend, a

school place will not be offered, until the dispute has been resolved. The local authority will require evidence of parental agreement in the form of either, written confirmation from each parent or a Court Order. If an agreement has not been reached before National Offer Day all preferences will be suspended and the local authority will seek to offer a place at the nearest school, with places available, to the child's principal permanent residence. The School Admissions Team will only discuss the content or progress of any application with the applicant themselves.

**Q – What is the definition of ‘home address’ or ‘principal permanent residence’ in the context of school allocations?**

Applications are processed on the basis of where the child lives at the time the application is made. Both expressions refer to the address where the child lives for the majority of the school week (Monday – Friday) An address used for before and after school child care arrangements will not be considered.

**Q – What if the child's parents live at separate addresses?**

Where parents live at separate addresses but share care of their child, the child's principal address is considered to be the address where the child lives for the majority of the school week (Monday to Friday).

Parents will be required to complete a Split Residency Form confirming which days of the week the child lives with them. If the child spends equal amounts of time at both addresses the parents/carers will be asked to nominate which address they wish to use for the purpose of allocating a school place. Should they fail to do so the Local Authority has the right to nominate the address that it considers appropriate (identified by the recipient of Child Benefit). If you do not receive Child Benefit we will use the address being used for GP registration purposes.

**Q - What will happen if I apply using a fraudulent or intentionally misleading address?**

Where the local authority has reason to suspect information in support of an application may be fraudulent or intentionally misleading, a range of checks will be undertaken on behalf of the Local Authority. This may include a visit to the address in question. If an address used to support an application for a community or voluntary controlled school is found to be fraudulent or intentionally misleading, the local authority reserves the right to withdraw the offer of a place. In cases where the application is for a Foundation, Free, Trust, Voluntary Aided or Academy school, the local authority will inform the relevant school of its findings.

If you have reason to believe another parent has not provided the correct information on their application form please contact The Admissions Team, in confidence, by emailing [schooladmissions@northyorks.gov.uk](mailto:schooladmissions@northyorks.gov.uk) or by telephoning 01609 533679.

**Q – Which address do I use to complete the form if I am intending to move home?**

You must use the address at which you and your child are living when you complete the application form. If you move address after submitting your application you must complete a changes form available from the Admission, Transport and Welfare team. You will also be required to provide proof of residency at your new address. Until such time evidence is provided we will not be able to update our records.

We will not be able to consider any changes after the 26<sup>th</sup> January 2018 (secondary applications) and 9<sup>th</sup> March 2018 (primary applications) this is to allow us to co-ordinate with other authorities. You should be aware it is not usual practice for us to accept a temporary address if you still possess a property which was previously used as your home address.

**Q - What documents should I supply to prove my new address?**

**One of the following documents:-**

- A solicitor's letter which confirms the exchange of contracts on your property sale and the purchase.
- A full copy of your new tenancy agreement, signed by yourself and your landlord for a minimum duration of 12 months

- A letter from your current landlord confirming the date the tenancy ceased
- If returning to a property you already own, you will need to provide written evidence of the date you will resume living in the property. If you have rented out this property you need to provide evidence that you have given your tenants notice to leave.
- If your move involves you and your child living with a family member please contact the Admissions Team. The family member will be required to complete a Third Party Declaration form to confirm you are both living at their address.

**In addition you must supply**

**Two of the following documents:-**

- A copy of your driving licence showing your updated address
- A copy of your motor insurance showing your updated address
- A copy of your removal invoice showing both addresses
- A copy of your Child Benefit award notice
- A copy of your Tax Credit / Benefit award notice

**Please note that unless the written evidence provided proves, to the satisfaction of the Authority, that you have moved to the address you have used to apply for a school place, we will not be able to consider your application from your new address.**

**Q – What do I do if I move into the area after the application closing date?**

You must notify the Admissions, Transport and Welfare team immediately either by email or letter. You will be asked to complete a Changes Form. **Changes to an application cannot be made over the telephone.** We will be unable to consider any changes to your application after 26<sup>th</sup> January 2018 (secondary applications) and 9<sup>th</sup> March 2018 (primary applications) to enable us to co-ordinate with other authorities. If you move into the area after the National Offer Day our ability to meet your preferences may be reduced. In this situation, the Local Authority will consider each application on its own merits.

In the case of **UK Armed Forces personnel and other Crown servants**, school places will be allocated as described in the admissions policy. In respect of an admission into Reception year, a child of UK Armed Forces personnel and other Crown servants may be allocated a place at their catchment area school as an 'excepted pupil' to the Class Size 30 legislation.

**Q – What happens if I apply late?**

If you submit your CAF after the closing dates you must provide a reason for why it is late. Without a reason that is acceptable to the admission authority, your application will be deemed late and will be considered after all other applications for a place at that school have been considered. For example, an application for a child living outside the catchment area for the school will be considered before a late application for a child living within the catchment area of the school.

You may still be allocated a place at your preferred school if the school is undersubscribed and there are places available. If you do not return your Common Application Form at all, and your child is not already attending a North Yorkshire school, we may not know they need a school place.

**Q - What do I need to do if my child was previously looked after by the Local Authority?**

If your child was previously looked after, and you wish your application to be considered under category 1 of the Local Authority Admissions Policy, you will need to provide evidence. If your child was adopted, this will be a copy of the Adoption order. If your child became subject to a Child Arrangements Order or Special Guardianship Order, you will need to provide copies of these. If



you are unsure if your child can be considered under this category please contact the School Admissions Team for further guidance.

**Q – Should I list the catchment school for my home address?**

**Yes.** If you do not list the catchment school(s) for your home address as a preference it may fill up with children whose parents have listed it as a preference. If we are then unable to offer you your preferred school we would have to look at the next nearest school with places available. This school may be further away from your home address than you would like, therefore you should consider carefully how you intend to get your child to school. If your home address is in a joint catchment area you will be given priority in accordance with the admissions criteria at each of those schools. If you are unaware of the catchment school for your home address, please contact the Admissions, Transport and Welfare team.

**Please note** if you list a school which is not your catchment school you will be responsible for transport arrangements and any associated costs for the duration of your child's time at that school. Details of our transport policy can be found on the North Yorkshire website.

**Q – Should I preference more than one school?**

**Yes.** You may preference up to 5 schools and it is strongly recommended you preference more than one. Please do not be tempted to list the same school several times or list only 1 preference if there other schools you would be prepared to consider, it does not help or improve your chances in any way and may result in your child being offered a place at a school you would least prefer them to attend.

**Q – What are the chances I will be offered my highest preference school?**

Based on past experience we have a good record of meeting parents' requests however we **cannot** guarantee your child will be offered a place at your preferred school. You can view the primary and secondary area guides on the North Yorkshire website to establish whether your preferred school has been oversubscribed in previous years.

**Q – What should I do if I want to change my preferences?**

If you wish to change your preferences after the closing date you will need to complete a Changes Form and provide reasons for the change. Without a reason that is acceptable to us, for example moving house, we will consider it to be a late application and it will be processed after we have considered all other applications. The Changes Form is available to download from [www.northyorks.gov.uk/schooladmissions](http://www.northyorks.gov.uk/schooladmissions) or from the Team on 01609 533679

We will be unable to consider any changes to secondary applications after 26<sup>th</sup> January 2018 and the 9<sup>th</sup> March 2018 for primary applications, this is to enable us to co-ordinate with all other admission authorities. We will start to make changes 10 working days **after the National Offer Dates**, where possible we will allocate your child a place at your preferred school, or your child will be placed on a waiting list and you will be offered the right to an admission appeal.

**Q – My older child was allocated a place at a particular school last year; does this guarantee a place for my younger child this year?**

**No.** It is not possible to guarantee a place for siblings. The number of pupils who are offered a place depends on the number who apply and where they live.

**Q – When do I find out which school my child has been allocated?**

National Offer Days for 2018 entry are:

<b>Transfer to secondary school</b>	<b>1<sup>st</sup> March 2018.</b>
<b>Transfer from infant to junior school</b>	<b>16<sup>th</sup> April 2018.</b>
<b>Admission to Reception Class</b>	<b>16<sup>th</sup> April 2018.</b>

If you applied online you will be notified by email on National Offer Day, alternatively you may log into your account to view the offer. If you applied using a paper CAF you will be notified by letter which will be posted 2<sup>nd</sup> class on National Offer Day.

**Q – What do I need to do when I find out which school my child has been allocated?**

You do not have to do anything if you wish to accept a place offered at a community or voluntary controlled school. To accept places offered at schools which are their own admission authority please contact the school direct.

If you have not been offered your preferred school you have a statutory right to an admission appeal. Further details can be found at [www.northyorks.gov.uk/admission\\_appeals](http://www.northyorks.gov.uk/admission_appeals). You should retain all correspondence you receive as it may be required if you lodge an appeal.

**Q – Will I be offered help with school transport?**

Only if you qualify for transport through the policy as stated below:

With effect from September 2016, free school transport will be provided to the catchment school or nearest school to your home address if it is over the statutory walking distances set out in Section 444(5) of the Education Act 1996:

- 2 miles for children under the age of 8 years.
- 3 miles for children aged 8 years and over.

Or

- Where the route to the catchment or nearest school is not safe to walk when accompanied by a responsible adult. If the nearest catchment or nearest school is full, transport will be provided, in accordance with the Authority's transport policy, to the nearest school with places available.

The following categories of children from low income families (children entitled to free school meals or whose parents are in receipt of the maximum level of Working Tax Credit) are eligible for free home to school transport:

- Children aged 8, but under the age of 11 who are attending their catchment or nearest school and the distance to that school is more than 2 miles.
- Children in Years 7-11 who attend one of their three nearest secondary schools and the school is over 2 miles but less than 6 miles from where they live.
- Children in Years 7-11 who attend the nearest denominational secondary school, where the distance is over 2 miles but less than 15 miles from home.
- Children aged 5-11 who attend the nearest denominational primary school, where the distance is more than 2 miles but less than 5 miles from home.

**Please note**, this will be assessed on an annual basis and may be withdrawn if parents' benefits change. For further information on the above, visit [www.northyorks.gov.uk](http://www.northyorks.gov.uk). For information about sources of financial support for young people aged over 16, visit [www.direct.gov.uk](http://www.direct.gov.uk).

**Q – Can my child go on a waiting list?**

The local authority will automatically maintain a waiting list for all over-subscribed community and voluntary controlled schools in North Yorkshire, using its oversubscription criteria, between National Offer Day and 31<sup>st</sup> December that calendar year; at which point the waiting lists will cease. Your child will **not** be placed on a waiting list for another school if we have been able to offer a place at one of your higher preference schools. Schools that are their **own admission authority**, such as voluntary aided, foundation, trust schools and academies maintain their own waiting lists.

**Please note**, a waiting list is a living document which can change, for example, when the offer of a place is turned down or a child moves in/out of area. Whenever a change is made the waiting list is re-ranked in line with the published oversubscription criteria for the school. **This means your child's position on the waiting list may move up or may go down accordingly.**

The School Admissions Code (2014) requires all admission authorities to maintain a waiting list for the standard year of entry into primary and secondary school, that is, Reception and Year 7 respectively. The Code states each admission authority must maintain a clear, fair and objective waiting list for at least the first term of the academic year of admission that is, from National Offer Day up to and including 31<sup>st</sup> December. Admission authorities must state in their arrangements that when a child is added the list must be re-ranked in line with the published oversubscription criteria. Priority **must not** be given to a child based on the date their application was received or the date their name was added to the waiting list. However, 'looked after children', 'previously looked after children' and those allocated a place at the school in accordance with a fair access protocol **must** take precedence over those children on a waiting list.

**Q - My child is not known by their legal surname; which name should I use on the application form?**

You must provide your child's legal surname. We can only accept a different name if you provide written evidence that everyone with parental responsibility for the child is agreeable to the change of name. A Deed Poll or Statutory Declaration is not sufficient to allow the Admissions, Transport and Welfare team or a school to change a child's surname, unless accompanied by written confirmation signed by all parties with parental responsibility agreeing to the change. If either parent does not agree, or cannot be contacted, the name can only be changed legally by a Court Order. Please note it is the responsibility of the parent who wishes to change the surname to obtain the consent of the other person with parental responsibility.

**Q – What if I think my child has exceptional social or medical reasons to attend a particular school?**

If you are applying for a community or voluntary controlled school, you must complete the relevant section of the CAF and provide supporting evidence from an appropriately qualified professional. It is your responsibility to provide this evidence, the Local Authority will not request it. This evidence should be current and state why your highest preference school is the only school which can meet your child's needs and the difficulties which would be encountered if your child had to attend another school. Please note:

Social reasons do not include domestic circumstances such as, parental work commitments, childcare arrangements or separation from your child's friends.

Medical evidence must be current and demonstrate the exceptional nature of your child's condition(s). A confirmation of diagnosis is insufficient on its own as all mainstream schools are able to cope with a wide range of medical needs encountered by children. Failure to provide this independent professional evidence by the closing date will mean your application will not be considered under criterion 2 (social medical reasons). Instead it will be considered under criteria 3 or 4 (in catchment and out of catchment respectively) and you will have the right to an admission appeal at a later date if you do not obtain a place at your preferred school. The closing dates for providing evidence of exceptional social or medical reasons are:

Transfer to secondary school 30<sup>th</sup> November 2017

Transfer from infant to junior school 31<sup>st</sup> January 2018

Admission to Reception class 31<sup>st</sup> January 2018

Please contact the Admissions, Transport and Welfare team if you have difficulty meeting the respective deadlines.

If you live within another local authority but are applying for a place at a North Yorkshire community or voluntary controlled school, you must complete your home authority's application form. If you are applying on exceptional social medical grounds you must provide the North Yorkshire

Admissions. Transport and Welfare team with professional evidence as detailed above. In respect of applications for places at community and voluntary controlled schools, the evidence is reviewed and considered by a panel of qualified professionals. Following these meetings a letter will be sent to you confirming whether or not your child's school place will be allocated under criterion 2 (social medical).

It is important to note the social medical priority group is non-statutory. For schools which are their own admission authorities it is the parents' responsibility to check whether the schools' oversubscription policy includes a social medical category and what sort of documentary evidence is required.

**Q – What if my child has been permanently excluded from 2 or more schools?**

If your child has been permanently excluded from 2 or more schools, you may still express a preference for a school place, but the requirement to comply with that preference is removed for a period of 2 years from the date on which the last exclusion took place. This does not apply to: Children with an Education Health and Care Plan or final Statement of Special Education Needs or Children who were below compulsory school age when they were excluded. Children who have been reinstated following a permanent exclusion. Children who would have been reinstated following a permanent exclusion had it been practicable to do so.

**Q – What if my child is arriving in the UK from overseas?**

Parents from outside of the European Economic Area (EEA) who are living in the UK and whose children have accompanied them may apply for a school place under the normal admission arrangements. This includes:  
The children of asylum seekers.  
Parents who have limited leave to enter or remain in the UK.  
Teachers coming to the UK with their children on a teacher exchange scheme.

Different rules apply however, in relation to parents making applications from overseas and are set out below:

Children who hold a full British passport or children whose parents have the right of abode in this country are entitled to apply for a place at a maintained school, as well as children of EEA nationals who come to the UK lawfully to work. This does not apply to non-EEA nationals whose children will only be granted leave to enter or remain if the child satisfies requirements specified in paragraph 57 of the current immigration rules.

We can process your application using your overseas address and a place will be allocated if available. If you are returning to an address in North Yorkshire that you lived in immediately prior to going overseas, you may use that address on the application form providing evidence is supplied to prove residency, for example, utility bills, bank statements etc. Otherwise, we will only accept a UK address once you are in residence and have provided proof of residency. In respect of the families of UK Armed Forces personnel with a confirmed posting to North Yorkshire, or crown servants returning to live in North Yorkshire, we will accept the barrack's address prior to the family moving in provided the application is accompanied by an official Ministry of Defence, Foreign and Commonwealth Office or Government Communication Headquarters letter declaring a relocation date. Further advice is available by contacting the Children's Education Advisory Service helpline on 01980 618244, visiting [www.sceschools.com](http://www.sceschools.com) or emailing [enquiries.caes@gnet.gov.uk](mailto:enquiries.caes@gnet.gov.uk).

**Q – What should I do if I am a parent living outside North Yorkshire but would like my child to attend a North Yorkshire school?**

You must apply through your home local authority (even if your child already attends a North Yorkshire primary or nursery school) naming the North Yorkshire school(s) you would prefer your child to attend. We will work with your home local authority in considering your preferences under our co-ordinated admission arrangements.

Your application will be considered in the same way as those applications from North Yorkshire parents. Where we are able to offer you a place, your home local authority will write to you on our behalf. We cannot guarantee your child a place at a North Yorkshire school therefore you should also name a school within your home local authority's area. It is your local home authority which is responsible for providing an education for your child.

#### **Q – Who makes decisions about admissions?**

The local authority makes the decision about admissions to community and voluntary controlled schools. Admission to voluntary-aided, foundation, trust schools and academies are controlled by the governing body or academy trust of the school, although we co-ordinate admissions and will make the offer on their behalf.

The local authority co-ordinates the admissions scheme and will offer you a place at your highest preference school with an available place.

Head teachers cannot offer your child a place or guarantee the availability of a place at their school.

#### **Q - How will I know whether a school can meet my child's special educational needs?**

Various options are available to help you establish whether or not a particular school is suitable for your child's special educational needs. You may:

View the school's website – it is a good idea to view the school's website and read the school's policies on special educational needs. Other information such as the school's anti-bullying and anti-discrimination policies should also be available.

Visit the school – parents/carers are entitled to visit any school they are considering for their child. Many schools will host an open evening for prospective pupils; you should contact the schools direct to find out the dates and times.

Speak to the school's Special Educational Needs Co-ordinator (SENCo) - the SENCo has a role in ensuring provision meets the needs of pupils with special educational needs.

View the school's Ofsted report – this will also be a good source of information.

#### **Q – How can I get my child into a special school?**

The Authority's expectation is the majority of children with special educational needs, including those with an Education, Health and Care Plan (EHCP) or a final Statement of Special Educational Needs (SEN) will have their needs met in a mainstream setting.

In some cases a special school will provide the best setting to meet a child's needs however to be considered your child will need an EHCP (or Statement of Special Educational Needs). If your child already has one then you should discuss your preference and concerns with the SENCo in your child's school or setting. An early review can be arranged, if necessary, to review your child's progress and discuss whether they would benefit from a specialist placement or if additional support or provision can be made within the current setting. If you are still concerned following the review, you have a right to request a change of placement to a special school; you may do this by writing to the Assessment and Review Officer (ARO). The Authority has 8 weeks to consider your request, during which time we will contact the school you are requesting to ascertain whether you child's needs can be met.

If you require information or support throughout the process please contact the Special Educational Needs and Disability Impartial Advice Services (the SENDIASS team).

**Q – Can a school refuse to admit a child with special educational needs?**

No. Applications for children with special educational needs must be considered on the basis of the school's published admission criteria. They may not be refused because the school is unable to cater for their needs. Where a child has an EHCP (Statement of SEN) in which a mainstream school is named, the governing body must admit the pupil.

**Q – What should I do if I want to educate my child at home?**

Responsibility for a child's education rests with the parents. In England, education is compulsory but schooling is not, therefore you have a right to educate your child at home. However, you have a legal duty to ensure your child receives an education suitable to their age, ability and aptitude and to any special educational needs they may have.

If your child has never been to school, you do not need to take any action prior to commencing home based education. You may however find it beneficial to contact your local authority for advice, information and support. This can be provided by the Elective Home Education Adviser.

If your child is already in school you must de-register them by informing the head teacher, in writing, of your intention to educate your child at home. Your child's name will be removed from the register and the school will have no further responsibility for your child's education. The head teacher will inform the local authority of your decision. Further information can be found at <https://www.northyorks.gov.uk/home-education-and-homeschooling>

**Q – If my child attends a nursery class do I need to apply for a place in Reception?**

Yes. You must apply for a Reception place even if you want a place at the same school.

**Q – Does attending a nursery guarantee a place in Reception at the attached school?**

No. Attendance at a nursery does not guarantee or give any priority for a place in Reception, even if it is attached to the main school.

**Q - Do I need to apply for my child to transfer from infant to junior school?**

Yes. You must complete a Common Application Form for your child to transfer from an infant school to a junior school. Just because your child attends an infant school there is no guarantee they will be allocated a place at the linked junior school when they transfer at the end of year 2. This is because the two schools are considered to be separate entities. Having a sibling at the junior school does not give any priority to a younger child applying for a place at the infant school. We will apply our normal admission arrangements as set out on the admissions policies page.

**Q – What if I want my child to transfer to a primary school at the end of Year 2?**

If you would prefer your child to transfer to a primary school at the end of Year 2, rather than a junior school, you must complete an In Year Form. This is a different form to the Common Application Form used when transferring from infant to junior school. The In Year Transfer form is available online on the Council's website.

Parents without internet access may request a paper copy from the Admissions, Transfer and Welfare Team.

Please note if you apply for your child to transfer from infant school to a primary school, rather than to a junior school, at the end of Year 2, your application will be processed during June/July. You will not be offered a place on National Offer Day as Year 3 is not the normal year of entry into a primary school.

**Q – What if I think my child is not yet ready to start school; can they start in Reception the following academic year?**

Admission authorities must consider parental requests and make decisions based on the merits of each case. Parents must make their request, in writing and well in advance of the closing date for the normal admissions round. Detailed reasons for the request, together with supporting professional evidence must be provided. Parents must also indicate which schools they are likely to preference as the decision will be made by the local authority for community and voluntary controlled schools, the governing bodies for foundation, trust and voluntary aided schools and the academy trusts in respect of academies and free schools. Please note, the admission authority for a school may change, for example, when a school becomes an academy. The new admission authority has the legal right to re-consider the request at the time of application.

If the request is agreed the parent will need to apply the following year. Where the request is not upheld, the child will be considered for a Reception place in the standard year of entry, provided the application form is received on time, otherwise it will be considered alongside other late applications. Alternatively parents may apply at a later stage, either as a late application for Reception (to start school the term after the child's 5<sup>th</sup> birthday) or the following year for a place in Year 1.

**Q – What if my child is summer born?**

*Summer Born Children (Deferred)*

Children born in the summer term are not required to start school until a full year after the point at which they could first have been admitted – the point at which other children in their age range are beginning Year 1. As noted above, school admission authorities are required to provide for the admission of all children in the September following their fourth birthday, but flexibilities exist for children whose parents do not feel they are ready to begin school at this point.

If you feel that your summer born child is not ready to start school in the September following his/her fourth birthday, you should still submit your application for your child's normal age group at the usual time and at the same time submit a request for admission out of the normal age group. This request should be sent to the local authority. You will be advised of the outcome of your request for delayed entry prior to the primary national offer date of 16<sup>th</sup> April 2018.

The DfE has issued non-statutory guidance, "Advice on the Admission of summer born children", which can be accessed via <https://www.gov.uk/government/publications/summer-born-children-admission>

The DfE guidance states:

'It is reasonable for admission authorities to expect parents to provide them with information in support of their request – since without it they are unlikely to be able to make a decision on the basis of the circumstances of the case. This information should demonstrate why it would be in the child's interests to be admitted into Reception rather than Year 1.

In some cases parents may have professional evidence that it would be appropriate for them to submit, for example, when a child receives support from a speech and language therapist. However, there should be no expectation that parents will obtain professional evidence that they do not already have. Admission authorities must still consider requests that are not accompanied by professional evidence. In such cases the supporting information might simply be the parent's statement as to why they have made their request.



If your request is agreed, your application for the normal age group may be withdrawn before a place is offered. If your request is refused, you must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an In Year application for admission to Year 1 for the September following your child's fifth birthday. Where your request is agreed, you must make a new application as part of the main admissions round the following year.

## **Glossary of Terms**

### **Academic Year**

A period of time commencing 1<sup>st</sup> August and ending 31<sup>st</sup> July the following year, as defined by Section 88M of the School Standards and Framework Act 1998 (SSFA 1998).

### **Admission Authority**

This is the body responsible for setting and applying a school's admission arrangements. In respect of community or voluntary controlled schools, this means the County Council. When referring to foundation, trust or voluntary aided schools it means the governing body of the school and for academies it means the academy trust.

### **Admission Arrangements**

The overall procedure, practices and oversubscription criteria used to allocate school places.

### **Catchment School**



This is the school allocated by the local authority from the geographical area in which your address falls. This may also be referred to as the 'normal, local or appropriate' school for your home address.

#### Common Application Form (CAF)

This is the form used by parents to list their preferences when applying for a school place.

#### Co-ordination Scheme

The process by which local authorities' co-ordinate the distribution of school places in their area. All local authorities are required to co-ordinate admissions for the normal year of entry into schools, that is, entry in Reception classes, transfers from infant to junior schools and transfers to secondary schools.

#### Determined Admission Arrangements

Admission arrangements which have been formally agreed by the admission authority, for example, agreed at a meeting of the admission authority and recorded in the minutes of the meeting.

#### Education, Health and Care Plan (see also Statement of Special Educational Needs)

An Education, Health and Care Plan (EHCP) is for children and young people who need additional support over and above that available through special educational needs support. The plan identifies educational, health and social needs and details the level of support required to meet those needs. (DfE, 2015)

#### Governing Bodies

These are corporate bodies of people responsible for the strategic management of the school, ensuring accountability, monitoring and evaluation.

#### Grammar Schools (designated)

These are the 164 schools designated under Section 104(5) of the SSFA 1998 as grammar schools. Grammar schools select their pupils on the basis of academic ability.

#### Local Authority (LA)

This is the local government body responsible for the education service in its own area. In respect of North Yorkshire, this is North Yorkshire County Council.

#### Local Government Ombudsman (LGO)

An independent, impartial and free service which investigates complaints of maladministration by certain public bodies, for example, local authorities.

#### Looked After Children (see also Previously Looked After Children)

These are children in the care of a local authority as defined by Section 22 of the Children Act 1989. In relation to school admissions legislation a 'looked after child' is a child in public care at the time of application to school.

#### National Offer Day

The day each year on which local authorities are required to send the offer of a school place to all parents of children who, on the 1<sup>st</sup> September that year will:

Start school in Reception class.

Transfer from infant to junior school.

Transfer to secondary school.

For secondary school transfers this is 1<sup>st</sup> March each year, or the next working day if the 1<sup>st</sup> March falls over a weekend or on a public bank holiday. For primary schools it is 16<sup>th</sup> April each year, or the next working day if the 16<sup>th</sup> April falls over a weekend or on a public bank holiday.

#### Oversubscribed School

This is a school where more applications have been received than there are places available.

#### Oversubscription Criteria

This refers to the conditions or priorities an admission authority applies when allocating places for an oversubscribed school. It determines which children will be allocated places at the school.

#### Previously Looked After Children (see also Looked After Children)

Previously looked after children are children which were looked after, but ceased to be so because they were adopted or made the subject of a Child Arrangement Order (CAO) or Special Guardianship Order (SGO), immediately following being in the care of a local authority.

#### Sibling

The term 'sibling' refers to a brother or sister, adopted brother or sister, half-brother or sister, step-brother or sister, or the child of the parent/carer's partner where the applicant child is living in the same family unit and at the same address as the named sibling.

#### Statement of Special Educational Needs (see also Education, Health and Care Plan)

A Statement of Special Educational Need (SEN) is made by the local authority under Section 324 of the Education Act 1996, specifying additional educational support required for a child.

#### Summer Born Children

The term 'summer born' refers to children born between 1<sup>st</sup> April and 31<sup>st</sup> August each year. Please refer to FAQs or [www.gov.uk](http://www.gov.uk) for more detailed information.

(Sources: DfE, School Admissions Code 2014)

## **Useful Information**

Business Support  
Admissions Transport & Welfare Team  
Jesmond House, 31-33 Victoria Avenue,  
Harrogate, North Yorkshire,  
HG1 5QE

Telephone: 01609 533679

Email

[schooladmissions@northyorks.gov.uk](mailto:schooladmissions@northyorks.gov.uk)

(Admissions to schools and queries relating to school places)

[schooltransport@northyorks.gov.uk](mailto:schooltransport@northyorks.gov.uk)

(Eligibility to home to school transport)

[schoolwelfare@northyorks.gov.uk](mailto:schoolwelfare@northyorks.gov.uk)

(Eligibility to free school meals)

Websites

[www.northyorks.gov.uk/admissions](http://www.northyorks.gov.uk/admissions)

Information on school admissions and to apply on line

[www.northyorks.gov.uk/selection](http://www.northyorks.gov.uk/selection)

Information on the selection scheme process

[www.northyorks.gov.uk/hometoschooltransport](http://www.northyorks.gov.uk/hometoschooltransport)

Information on home to school transport and to apply for a paid travel permit

[www.northyorks.gov.uk/bus-timetables](http://www.northyorks.gov.uk/bus-timetables)

Information on transport to schools and bus timetables

[www.northyorks.gov.uk/freeschoolmeals](http://www.northyorks.gov.uk/freeschoolmeals)

Information on free school meals and qualifying benefits

**ADMISSIONS AND THE CUSTOMER JOURNEY**

<b>Initial customer contact</b>	<p>The initial point of contact for parents with the admissions process is when they apply for a school place for their child or children. There a number of entry points :</p> <ul style="list-style-type: none"> <li>• Entering primary or infant school (Reception)</li> <li>• Transferring to junior</li> <li>• Transferring to secondary school (Year 7)</li> <li>• In-Year transfers moving school during the school year</li> <li>• Applying for the Authorities selective Education scheme for entry into grammar school (Year 7).</li> </ul>
<b>Customer Access to Admissions Team</b>	<p>Parents access admissions through parental applications and or requests for information, about and for schools places and the selection tests. Contact can be made in a number of different ways:</p> <ul style="list-style-type: none"> <li>• Visiting the NYCC Web Site</li> <li>• Through an online application forms</li> <li>• Through a paper application form (Requested from the admissions team)</li> <li>• Via letter or email</li> <li>• Via telephone enquiry</li> </ul>
<b>Services Provided and process carried out by the Admissions Team</b>	<b><u>Admissions</u></b>
	<p><b>Admissions is broken down into “Bulk” and “In Year” admissions.</b></p> <p><b>Bulk Admissions:</b></p> <p><b>Bulk admissions is the process by with the authority allocates children into schools at the normal year of entry. For primary school Reception (Primary) and Secondary School (Year 7):</b></p> <p><b>Bulk Admission Rounds (annual)</b></p> <ul style="list-style-type: none"> <li>• Attend school open evenings</li> <li>• Dealing with online applications (85-90%)</li> <li>• Inputting manual applications (as necessary – limited numbers)</li> <li>• Checking criteria, identifying social/medical applications</li> <li>• Co-ordinating with own admission authority schools and other LAs</li> <li>• Producing offer letters</li> <li>• Processing late applications and changes of preference</li> </ul>

	<ul style="list-style-type: none"> <li>• Maintaining waiting lists and allocating from these as necessary</li> <li>• Dealing with parents queries throughout the whole process, including information on catchment areas, criteria etc.</li> </ul> <p><b>In Year Admission applications</b></p> <ul style="list-style-type: none"> <li>• Logging applications</li> <li>• Considering criteria and numbers on roll</li> <li>• Contacting schools and/or other authorities parents are applying for.</li> <li>• Sending allocation letters, notifying of right of appeal if applicable</li> <li>• Dealing with parents queries throughout the whole application process, including information on catchment areas and numbers in schools etc.</li> </ul> <p><b>Admission Appeals</b></p> <ul style="list-style-type: none"> <li>• Log and scan applications</li> <li>• Obtain information from schools to be presented with the appeal</li> <li>• Provide information including maps, distances, numbers on roll</li> <li>• Prepare a statement of cases</li> <li>• Present appeals</li> <li>• Record decision and allocate places if applicable</li> <li>• Gather information for any selection appeals for candidates who have not reached the cut off mark.</li> <li>• Present these appeals.</li> </ul>
	<p style="text-align: center;"><b><u>The Selection Process</u></b></p>
	<ul style="list-style-type: none"> <li>• Attend selection information evenings</li> <li>• Process applications, considering any special requirements</li> <li>• Send invitations to parents for children to undertake North Yorkshire's Selection Tests</li> <li>• Proof read test papers to ensure suitability of questions and validity of test instructions</li> <li>• Recruit invigilators if required</li> <li>• Arrange test venues</li> <li>• Allocate invigilators</li> <li>• Renew DBS's if required</li> <li>• Train invigilators</li> <li>• Administer the tests including collating test papers</li> <li>• Invigilate as required</li> <li>• Collate test papers after tests</li> <li>• Calculate cut off mark</li> <li>• Attend panel and cluster meetings</li> <li>• Send result letters</li> <li>• Process and administer late applications</li> </ul>

<b>Volumes of Applications</b>	<p><u>Bulk Applications:</u></p> <p>Approximately the Authority receives 15300 “Annual” bulk applications for both primary and secondary rounds.</p> <p><u>In-Year Applications:</u></p> <p>The Authority also receives/deals with 5000 in year applications</p> <p><u>Applications for Selective Education:</u></p> <p>The Authority receives approx. 900 applications for testing.</p>
<b>Important Steps on the customer journey</b>	<ul style="list-style-type: none"> <li>• Application for school place completed by parent</li> <li>• Parent receives decision letter – this will either: <ul style="list-style-type: none"> <li>a. Allocate a school place</li> <li>b. Turn down and offer the Statutory Right of Appeal.</li> </ul> </li> <li>• If school place offered parent is advised to contact the school to make necessary arrangements.</li> <li>• If the application is refused parent(s) can submit an admissions appeal <ul style="list-style-type: none"> <li>a. When appeal is heard parents can and are encouraged to attend to put their case to the independent panel.</li> </ul> </li> <li>• If the Authority is unable to allocate a school place then the in-year fair access protocol will be used.</li> </ul>
<b>Academies</b>	<p>Academies are their own admission authorities and so are responsible for their own admissions. The Local Authority is unable to direct Academies to admit pupils.</p>
<b>Customer feedback</b>	<p>The team do receive a number of compliments on their assistance.</p> <p>The issue for parents who are unhappy is normally around the length of time it can take to find a suitable school place.</p>

	As a possible indicator of parental satisfaction is the “Highest Preference” figures for the last 3 years:		
	<b><u>Year</u></b>	<b><u>Phase</u></b>	<b><u>First (Highest )Preference</u></b>
	2015/16	Secondary	88.97%
	2015/16	Primary	93.50%
	2016/17	Secondary	90.42%
	2016/17	Primary	93.00%
	2017/18	Secondary	89.50%
	2017/18	Primary	95%

**North Yorkshire County Council**  
**Young People Overview and Scrutiny Committee**  
**8 September 2017**  
**Work Programme**

**1.0 Purpose of Report**

- 1.1 This report asks the Committee to confirm, amend or add to the list of matters shown on the work programme schedule (attached at Appendix 1).

**2.0 Work Programme Schedule**

- 2.1 The Work Programme Schedule is attached at Appendix 1. Some changes to when items come before the committee have been made as a result of conversations between your group spokespersons and the Corporate Director for Children's Services.

**3.0 Groups Spokespersons Briefing**

- 3.1 Given the importance of the SEND proposals, which affect advice and specialist support for a child or young person with special educational needs or disabilities (SEND, and which can be seen and downloaded from the NYCC website: <https://www.northyorks.gov.uk/send-specialist-support-and-provision>, all Committee members have been invited to attend the next mid cycle briefing on Friday 19 January 2018 at 10am.
- 3.2 A note which was pulled together for group spokespersons, outlining the committee's role in this matter is attached as an Appendix 2. You will note the suggestion a second date may be required for a main committee meeting. This would allow the committee to reach a definitive, overall view on the proposals, based on its previous position, and mandate your Chair to report to the Executive accordingly.
- 3.3 Spokespersons will look at the commissioned service Yorsexualhealth and how we support schools on the PHSE agenda, especially covering the statutory Sex and Relationships Education being introduced in September 2019.

**4.0 Friday 5 Jan 2018 at 10am, County Hall: Childrens Mental Health**

- 4.1 You will already have had an email from my colleague Daniel Harry about the briefing from Jayne Hill, of Hambleton, Richmondshire and Whitby Clinical Commissioning Group on Children's mental health and the CCGs 'Future in Mind' Local Transformation Plans. NYCC colleagues will also now attend to give a briefing on the draft Green Paper and present the SEMH implementation plan. In this way members will be presented with a complete picture, but it does mean a slightly longer session than originally envisaged. The draft programme currently looks like this:
- 10am – welcome and introductions by the committee chairs (Cllr Clark and Cllr Jefferson)
- 10.10am - Future in Mind Local Transformation Plans – Jayne Hill
- 10.35am - SEMH implementation plan and Draft Green Paper – Emma Thomas (Lonsdale)



11.00am – Q&A

11.45am – next steps and any issues for NYCC scrutiny

**5.0 Recommendation**

- 5.1 The Committee is asked to confirm, comment or add to the areas of work listed in the Work Programme schedule.

DANIEL HARRY  
SCRUTINY TEAM LEADER  
County Hall,  
Northallerton

Author and Presenter of Report: Ray Busby  
Contact Details: Tel: 01609 532655  
E-mail: [ray.busby@northyorks.gov.uk](mailto:ray.busby@northyorks.gov.uk)  
28 November 2017  
Background Documents Nil

## YOUNG PEOPLES OVERVIEW AND SCRUTINY COMMITTEE

### Scope

The interests of young people, including education, care and protection and family support.

### Meeting Details

Committee meetings	Friday 8 December 2017 at 10.30am
	Friday 9 March 2018 at 10.30am
	Friday 29 June 2018 at 10.30am
	Friday 7 September 2018 at 10.30am
	Friday 7 December 2018 at 10.30am
	Friday 1 March 2019 at 10.30am
Mid Cycle Briefing	Friday 19 January 2018 at <b>10.00am</b>
	Friday 1 June 2018 at 10.30am
	Friday 19 October 2018 at 10.30am
	Friday 18 January 2019 at 10.30am
	Friday 12 April 2019 at 10.30am

### Programme

Friday 8 December 2017			
Place planning. Shaping future education provision	Our projections about need/demand and how the LEA shapes/influences provision. Working with the schools commissioner	Possibly linked to admissions analysis and understanding of exclusions	
School Admissions - status	How work under diversified schools governance. Our admission procedures now and how we expect them, and schools and MAT's attitudes to them, to change. How place allocations are made;	Focus on an account of the customer experience	Paul Brennan William Burchill

Friday 9 March 2018			
Safeguarding	Chairman of Childrens Safeguarding Board presents Annual report. Dialogue about commitment of partners to Safeguarding agenda.	Part of a wider consideration of safeguarding. Possible specific focus on Child Sexual Exploitation	Nick Frost
Careers	Update on main issues connected with careers "Progression for Success" project.		Katharine Bruce
Item in relation to managing educational provision in a changing Landscape			
Roles and Responsibilities of Parent Governors	The changing role of governors and their responsibilities for performance.	What is the picture regarding effective governance and the extent to which schools are transparent and open about their decision making?	
Friday 29 June 2018			
Supporting Underperforming Schools - especially those in Special Measures	How does the authority address its statutory requirements such as: requiring schools to "enter into arrangements", specified support; appoint additional governors; suspend delegated budget.	<ul style="list-style-type: none"> <li>• How does the authority address its statutory requirements</li> <li>• How does the Regional Schools commissioner act?</li> <li>• How does the authority champion excellent performance?</li> <li>• How do we/would we work with schools in Special Measures</li> </ul>	Paul Brennan
Pupil Premium	Challenging the use of the pupil premium. An exploration and analysis of schools that do well	<ul style="list-style-type: none"> <li>• An understanding of local practices and what works best</li> <li>• Outcomes – which children appear to be benefitting.</li> </ul>	

		<ul style="list-style-type: none"> <li>Do all schools comply with their statutory obligations with regards to publication etc</li> </ul>	
Early Years Service Across North Yorkshire	Review of Service and challenges		
<b>Friday 7 September 2018</b>			
Traded Services	The status, future and effect on traded services of recent and planned changes in educational provision.	Possibly looking at the range of services being provided, whether “traded” or otherwise, and how the pattern of services are likely to change in the future	
Closing the Gap	Focussing on the Opportunity Area		
Report on progress: Voice, Influence, Participation	Update	Possibly involving the Youth Executive	
School exclusions -	Prevalence, profile and role of local authority Update on success of proposals and initiatives shared with committee	Probable Introduction at Mid Cycle briefing 1 June 2018	Jane le Sage

### **Mid Cycle Briefing Items**

<b>Date</b>	<b>Probable Item</b>
Friday 19 January 2018	Short Breaks Implementation SEND Strategic Review (Committee date (in February) to be decided - either before or after Executive report is published) Yorsexualhealth PHSE Agenda
Friday 1 June 2018	Small Schools - their sustainability and their future Consideration of possible scrutiny work based on understanding the current picture, reassurance that the right action is being taken, evaluating the future <ul style="list-style-type: none"> <li>The action being taken to ensure small schools achieve good educational outcomes</li> <li>How we help schools, in a varied governance arrangements, be resilient to provide pupils with a depth of learning opportunity,</li> </ul>

Date	Probable Item
	<ul style="list-style-type: none"> <li>• What are the factors regarding small school success</li> <li>• Mitigating the risk of falling demographics, parental popularity, changes to budget, leadership and issues relating to staff recruitment and retention.</li> <li>• How the authority continues in its role of championing children and challenge schools no matter their governance</li> </ul>
	Corporate Parenting and LAC – relationship with scrutiny. Review of latest guidance for councillors
	Hospital Admissions - Especially mental health services support for young people, managing cases in the community.
Friday 19 October 2018	<p>Early Intervention in Schools on Smoking, Drugs, Alcohol. Preventing drug, alcohol and tobacco use in young people and interventions for those already experiencing harm</p> <p>Possible focus on commissioning - is it integrated across prevention and specialist interventions and the wider children's agenda</p>

**YP Scrutiny Committee  
Involvement in NY Strategic Plan for Provision of SEND**

The Committee agreed with its Chair's suggestion that scrutiny review the SEND Strategic Plan proposals. This paper highlights the key considerations and options.

## **1. Thoughts on Scrutiny Role**

### **Critical Friend**

- Advising the Executive on the merits of the proposals.
- Can be expected to reach a views on proposed service change, and its impact in the longer term.
- The possibility and likelihood of scrutiny reaching a definitive view on the final CYPs recommendations depends on the timetable.

### **Local Interest and responsibility**

- Committee is a consultee, but not a decision maker.
- There is an expectation that scrutiny members will put themselves in the position to be able to comment upon that service change means for locality and service users.

### **Holding the Executive to account**

- Compliance and Assurance eg scrutiny evaluates the consultation process.

## **2. First Scrutiny meeting: 19 January (currently scheduled Mid cycle briefing date)**

### **Governance Issues/Considerations**

- Predicted level of member attendance (not scheduled meeting)
- The authority of the meeting is limited. It is not a formal meeting in public

### **Format**

- Both Janes to attend.
- We need only use can use the consultation document as a centrepiece for informal briefing and discussion session.
- At the moment would be informal briefing. Not in public.
- Likelihood is an invitation extend to all committee members.

### **Probable Content at the briefing – what Jane and Jane will do**

- Explain the service change - understanding the proposals - a broadened version of the members' seminar, but centred on the consultation document.
- Statutory context, guidance, best practice considerations

- Existing provision - how it will change. What will be different and why.
- Help members understanding the values and principles behind them.
- Get the message across that the proposals are a package, incorporating a number of related service areas
- Understanding the relationship between the strategic plan and the Capital Plan

### **What members will do – the committee as a consultee**

- Are proposals they fit for purpose - best practice, modern, thought through. Are they coherent, sufficiently ambitious
- Why - what does it mean for localities and service users
- Are they consistent with how we go about business strategically in relation to our strategic objectives - inclusion young and Yorkshire

### **What members will do - Assurance**

- How the initial informal engagement phases shaped the consultation document proposals and approach.
- A view on the formal consultation as an effective process

### **Probable Outcome**

Members reach conclusions and ask for statement to be drafted (RB) and submitted, under Chairman's name, to PH/directorate

## **3. Second Scrutiny (Committee) meeting**

### **Key dates**

- Executive meeting early March 2017
- Report published on end February

### **Purpose**

Follow up to view taken at first meeting. Committee reaches a definitive, overall view on the proposals, based on previous position, but including commentary on:

- If the proposals have changed
- A view on how the responses handled
- Is there evidence that people understood and are behind the proposals
- Have concerns been addressed
- Any proposals which improvement resulting in changes will be measured

### **Issues/Consideration**

- Will be formal meeting in public
- Must make it clear that scrutiny is an alternative source of lobbying; that is not scrutiny's role

***Option A: Committee meets before Executive report published ie before 26 February***

- Briefing to committee on emerging thoughts and results
- probably doesn't include conclusions and recommendations.

***Option B: If committee meets after publication of Executive report but before Executive meeting, ie between 27 February and, realistically, Friday 2 March***

Briefing and information given is essentially the same as given to Executive

### **Desired Outcome**

Committee agrees conclusions and outlines statement which will be submitted and presented by Chairman at Executive early March 2018

## **4. Post-Implementation**

- Medium term. Ongoing - as and when circumstances dictate, but if happens will be low key -probably to members Mid Cycle Briefing.
- Long term - Down the line, say, 18 months or so something more formal to committee with metrics