

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.

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28 November 2017
 Background Documents Nil

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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 1st September 2013 and 31st August 2014 they are due to start in Reception class in September 2018, you must submit their application form by the **closing date 15th January 2018**.

Infant to junior school transfers - If your child was born between 1st September 2010 and 31st 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 15th January 2018**.

Primary to secondary school transfer - If your child was born between 1st September 2006 and 31st August 2007, they are due to transfer to secondary school in September 2018, you must submit their application form by the **closing date 31st 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	Primary admissions round opens. (<i>children born between 01.09.13 – 31.08.14 and 01.09.10 – 31.08.11</i>) Information about applying for infant, junior and primary schools is released online at www.northyorks.gov.uk/admissions . Parents without internet access should contact the Admissions Team on 01609 533679 for a paper copy.
15th January 2018	Closing date for primary school applications. Applications (online and paper) must be received by this date.
9 th March 2018	Last date for changes to applications No changes can be made to applications after this date. Any change will be considered after National Offer Day

16 th April 2018	<p>National Offer Day 2018. 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 2nd class.</p>
1st May 2018 (onwards)	<p>Changes to your application 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>Closing date for primary admission appeals. Appeals for primary school places must be received by this date.</p>
June/July 2018	<p>Admission Appeal Hearings. Main primary admission appeals to be heard during this period.</p>
31 st December 2018	<p>Closing date for holding school waiting lists. All waiting lists held by us end on this day.</p>

Starting at secondary school in Year 7 in September 2018

Key Date	WHAT HAPPENS
July 2017	<p>Secondary admission round information. 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>Secondary school admission round opens. <i>(for children born between 01.09.06 – 31.08.07)</i> The parental portal will be available for online applications at www.northyorks.gov.uk/admissions. Parents without internet access should contact the Admissions Team on 01609 533679 for a paper copy.</p>
31 st October 2017	<p>Closing date for applications. 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 th January 2018	<p>Last date for changes to applications No changes can be made to applications after this date. Any change will be considered after National Offer Day</p>
15 th February 2018	<p>Special Educational Needs. 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 st March 2018	<p>National Offer Day. 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 2nd class.</p>

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

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

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

	<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 2nd class.</p>
16 th March 2018 (onwards)	<p>Changes to your application From this date onwards any late changes to your application and late applications that have not been processed will be considered.</p>
29 th March 2018	<p>Closing date for secondary admission appeals. Appeals for secondary school places must be received by this date.</p>
April/June 2018	<p>Admission Appeal Hearings. Main secondary admission appeals to be heard during this period.</p>
31 st December 2018	<p>Closing date for school waiting lists. 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.
- 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:

One of the documents below:	As well as Two of the documents below:
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

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
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:

Order of Priority:	Notes:
<p>Priority group 1. 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 adopted¹ or became subject to a Child Arrangement Order² 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>¹This includes children who were adopted under the Adoption Act 1976 and children who were adopted under the Adopted & Children Act 2002.</p> <p>²Child Arrangement Orders replace Residence Orders and any residence order in force prior to 22nd April 2014 is deemed to be a Child Arrangement Order.</p>
<p>Priority group 2. 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.
Priority group 3. 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'.
Priority group 4. 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)¹. 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:

¹ 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 5th birthday (or on their 5th 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

For further information on general admission appeals and copies of appeal forms please visit 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

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. For information about sources of financial support for young people aged over 16, visit 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

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 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 2nd 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 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 26th January 2018 (secondary applications) and 9th 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 26th January 2018 (secondary applications) and 9th 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 or from the Team on 01609 533679

We will be unable to consider any changes to secondary applications after 26th January 2018 and the 9th 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:

Transfer to secondary school	1st March 2018.
Transfer from infant to junior school	16th April 2018.
Admission to Reception Class	16th April 2018.

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 2nd 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. 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. For information about sources of financial support for young people aged over 16, visit 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 31st 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 31st 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 30th November 2017

Transfer from infant to junior school 31st January 2018

Admission to Reception class 31st 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 or emailing 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 your 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 prefer 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 5th 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 16th 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 1st August and ending 31st 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 1st 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 1st March each year, or the next working day if the 1st March falls over a weekend or on a public bank holiday. For primary schools it is 16th April each year, or the next working day if the 16th 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 1st April and 31st August each year. Please refer to FAQs or 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

(Admissions to schools and queries relating to school places)

schooltransport@northyorks.gov.uk

(Eligibility to home to school transport)

schoolwelfare@northyorks.gov.uk

(Eligibility to free school meals)

Websites

www.northyorks.gov.uk/admissions

Information on school admissions and to apply on line

www.northyorks.gov.uk/selection

Information on the selection scheme process

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

Information on transport to schools and bus timetables

www.northyorks.gov.uk/freeschoolmeals

Information on free school meals and qualifying benefits

ADMISSIONS AND THE CUSTOMER JOURNEY

Initial customer contact	<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"> • Entering primary or infant school (Reception) • Transferring to junior • Transferring to secondary school (Year 7) • In-Year transfers moving school during the school year • Applying for the Authorities selective Education scheme for entry into grammar school (Year 7).
Customer Access to Admissions Team	<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"> • Visiting the NYCC Web Site • Through an online application forms • Through a paper application form (Requested from the admissions team) • Via letter or email • Via telephone enquiry
Services Provided and process carried out by the Admissions Team	<u>Admissions</u>
	<p>Admissions is broken down into “Bulk” and “In Year” admissions.</p> <p>Bulk Admissions:</p> <p>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):</p> <p>Bulk Admission Rounds (annual)</p> <ul style="list-style-type: none"> • Attend school open evenings • Dealing with online applications (85-90%) • Inputting manual applications (as necessary – limited numbers) • Checking criteria, identifying social/medical applications • Co-ordinating with own admission authority schools and other LAs • Producing offer letters • Processing late applications and changes of preference

- Maintaining waiting lists and allocating from these as necessary
- Dealing with parents queries throughout the whole process, including information on catchment areas, criteria etc.

In Year Admission applications

- Logging applications
- Considering criteria and numbers on roll
- Contacting schools and/or other authorities parents are applying for.
- Sending allocation letters, notifying of right of appeal if applicable
- Dealing with parents queries throughout the whole application process, including information on catchment areas and numbers in schools etc.

Admission Appeals

- Log and scan applications
- Obtain information from schools to be presented with the appeal
- Provide information including maps, distances, numbers on roll
- Prepare a statement of cases
- Present appeals
- Record decision and allocate places if applicable
- Gather information for any selection appeals for candidates who have not reached the cut off mark.
- Present these appeals.

The Selection Process

- Attend selection information evenings
- Process applications, considering any special requirements
- Send invitations to parents for children to undertake North Yorkshire's Selection Tests
- Proof read test papers to ensure suitability of questions and validity of test instructions
- Recruit invigilators if required
- Arrange test venues
- Allocate invigilators
- Renew DBS's if required
- Train invigilators
- Administer the tests including collating test papers
- Invigilate as required
- Collate test papers after tests
- Calculate cut off mark
- Attend panel and cluster meetings
- Send result letters
- Process and administer late applications

<p>Volumes of Applications</p>	<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>
<p>Important Steps on the customer journey</p>	<ul style="list-style-type: none"> • Application for school place completed by parent • Parent receives decision letter – this will either: <ul style="list-style-type: none"> a. Allocate a school place b. Turn down and offer the Statutory Right of Appeal. • If school place offered parent is advised to contact the school to make necessary arrangements. • If the application is refused parent(s) can submit an admissions appeal <ul style="list-style-type: none"> a. When appeal is heard parents can and are encouraged to attend to put their case to the independent panel. • If the Authority is unable to allocate a school place then the in-year fair access protocol will be used.
<p>Academies</p>	<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>
<p>Customer feedback</p>	<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:

<u>Year</u>	<u>Phase</u>	<u>First (Highest)Preference</u>
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%