

**North Yorkshire Council  
Coordinated Admissions Scheme  
School Admissions 2027-28**

## 1. Introduction and Purpose

*'Everyone in North Yorkshire should have  
the opportunities to reach their maximum potential'*  
Council Plan 2025-29

North Yorkshire Council's Coordinated Admissions Scheme provides a framework for ensuring that all applications for a school place starting in September 2027 are dealt with in a fair and transparent way. The scheme applies to all state funded schools in North Yorkshire who admit pupils at their normal year of entry including pupils who are applying for a place in:

- A primary or an infant school in the Reception year
- A junior school in Year 3; or
- A secondary school in Year 7.

The aim of the scheme is to ensure that all applicants receive an offer of:

- A single school place on the same day, i.e. the respective national offer day; and
- Where possible, a place at their highest ranked preference school where places are available.

North Yorkshire Council (the council), will work with all state funded primary and secondary schools in North Yorkshire, including community, voluntary controlled, voluntary aided, foundation and trust schools, and free schools and academies, to ensure the efficient operation of the scheme. The council will also work closely with other local authorities to ensure that the admissions arrangements are coordinated for parents applying for a school place in an out of county school.

Further information about the Council's arrangements for school admissions can be found on the council's website at: [School admissions | North Yorkshire Council](#).

This information includes:

- Information about the admission of children with an EHCP
- The Coordinated In-Year Admissions Scheme
- The Admissions Policy for all North Yorkshire community and voluntary controlled schools
- The number of allocations made at each school in the previous school year; and
- The number of schools that were oversubscribed and for which admission appeals were received, and the number and outcome of those appeals.

When considering making an application for a school place parents are also advised to consider the implications of the Council's home to school travel policy. Information about the policy can be found on the Council's website at: [School and college transport | North Yorkshire Council](#).

This scheme complies with the provisions of The School Admissions (Admissions Arrangements and Co-ordination of Admission Arrangements) (England) Regulations, 2012 and the School Admissions Code, 2021.

## 2. Schools and Admission Authorities in North Yorkshire

As of 1 September 2025 there were a total of 333 state funded primary and secondary schools and academies in North Yorkshire, comprising: -

<b>Primary</b>	Community	75
	Voluntary Controlled	62
	Voluntary Aided	19
	Foundation	1
	Free School	3
	Academy	132
<b>Secondary</b>	Community	11
	Voluntary Aided	1
	Academy	28
	University Technical College	1

A full list of primary schools and academies is provided at Appendix 1, and of secondary schools and academies at Appendix 2.

The admissions authority for each school type is as follows: -

Community  
Voluntary Controlled

The Council  
The Council

Voluntary Aided  
Foundation

Governing Board  
Governing Board

Academy  
Free School

Academy Trust  
Academy Trust

The scheme does not affect the duty of the governing boards of academies, including free schools, voluntary aided, foundation and trust schools to determine their own admission arrangements.

Following the adoption of this scheme one or more community or voluntary controlled school may adopt academy status. If and where that is the case, then the academy's trust will become the admissions authority for that school.

### **3. The Common Application Form**

Applicants for a school place who live in North Yorkshire should apply for a school place using the Common Application Form, using either:

- The online portal for school admissions applications which can be accessed using the following link: [Sign In - Portal for parents, schools and providers](#); or
- A paper form, a copy of which can be requested from (TO BE ADDED LATER).

Only one Common Application Form should be submitted per child.

#### **3.1 Preferences**

The Common Application Form allows applicants to:

- Express preferences for places at up to five schools, including schools in North Yorkshire or any other local authority area
- Rank their preferences; and
- Give their reasons for applying for a place at each of the schools that they preference.

When determining their preferences applicants are advised to consider:

- The admissions policies which apply to the respective schools; and
- The implications of the Council's Home to School Travel Policy, the details of which can be accessed on the council's website at: [School and college transport | North Yorkshire Council](#).

#### **3.2 Supplementary Information Forms**

Applicants may be required to complete a Supplementary Information Form (SIF) if they state a preference for a school for which the admission authority requires more information than that which is provided on the Common Application Form. Additional information that is provided on the SIF will be used by the relevant admissions authority in their consideration of the application.

#### **4. The Co-ordinated Scheme for Normal Admissions**

This scheme governs the arrangements for normal admissions, which are those which will be determined by:

16 April 2027	for places in the normal year of entry for a primary or an infant school in the Reception year
16 April 2027	for places in the normal year of entry for a junior school in Year 3
1 March 2027	for places in the normal year of entry for a secondary school in Year 7

The council will receive all Common Application Forms that are completed by applicants resident within North Yorkshire and will co-ordinate the consideration of all preferences indicated, and the allocation of places by each admission authority.

The council will receive information from other local authorities about preferences made for a place at a school in North Yorkshire, and will provide information to other local authorities about any preference made by a resident of North Yorkshire for a place at a school in their respective areas.

The council will receive ranked lists of preferences from other local authorities, providing information about where school places can be offered.

The council will provide information about preferences made for a school place at voluntary aided and trust schools, and at academies to the relevant school for their consideration. Following their consideration, those schools will provide completed ranked lists of all preferences back to the council.

The council will produce ranked lists of preferences made for community and voluntary controlled schools in North Yorkshire, identifying where places can be offered. Information will be provided to other local authorities about preferences for a place in a North Yorkshire school made by residents in their respective areas, confirming whether or not a place can be offered.

## **5. Applying for a place**

### **5.1 Applying for a primary, infant, junior or secondary school place**

Applicants for a school place who live in North Yorkshire should apply for a school place using the Common Application Form, using either:

- The online portal for school admissions applications which can be accessed using the following link: [Sign In - Portal for parents, schools and providers](#); or
- A paper form, a copy of which can be requested from (TO BE ADDED LATER).

Only one Common Application Form should be submitted per child.

Applications should not be made directly to schools. Any application that is received by a school should be forwarded to the council using the address below.

Applicants who live outside North Yorkshire but who wish to apply for a place at a school in North Yorkshire should apply using the Common Application Form provided by their own local authority.

### **5.2 Applying for an infant, junior or primary school place for 2027/28**

Applicants living within North Yorkshire should complete a single application either online or in paper form listing up to five preferences for admission to any infant, junior or primary schools within North Yorkshire and other local authority areas, giving reasons for their preferences where appropriate.

When determining their preferences applicants are advised to consider:

- The admissions policies which apply to the respective schools; and
- The implications of the Council's Home to School Travel Policy, the details of which can be accessed on the council's website at: [School and college transport | North Yorkshire Council](#).

If applicants list a Voluntary Aided school or Academy including Free Schools as a preference the school may request supplementary information in order for them to apply their oversubscription criteria.

The deadline for the receipt of completed Common Application Forms is 15 January 2027.

Applicants will not be allowed to change their preferences after 15 January 2027 without a reason that is acceptable to the admission authority. The final date to accept any change or a late application is 15 February 2027.

Applicants who wish their children to attend an independent school will be encouraged to tell the council. Independent schools are not included in the co-ordinated arrangements, although applicants may also wish to apply for a place at a North Yorkshire school.

On the common application form applicants need to provide their child's name and residential address. The address provided must be where the child lives permanently. If residency is split between two parents, the address used must be the address where the child lives for the majority of the school week (Monday to Friday). Confirmation and agreement in writing from both parents will be required.

For primary school applications, where the application is submitted on time, an offer of a school place will be made on 16 April 2027.

Applicants who do not wish to accept a place at a school offered to them must notify the admission authority as soon as possible in writing that this is the case. Where the council is not the admission authority then they should also advise the council of the alternative provision that is being made. Without this information, the place will remain allocated.

The timetable for primary school admissions is attached at Appendix 3 of this document - Co-ordinated Admissions Arrangements, Primary Transfer 2027/28.

### **5.2.1 Admission of children below compulsory school age and deferred entry**

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

Where a place is offered at a school in North Yorkshire:

- that child is entitled to a full-time place in the September following their fourth birthday;
- the child's parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age, and not beyond the beginning of the final term of the school year for which it was made; and
- where the parents wish, children may attend part-time until later in the school year, but not beyond the point at which they reach compulsory school age.

### **5.2.2 Admission of children outside their normal age group**

Parents may seek a place for their child outside of their normal age group, for example, if the child has experienced problems such as ill health.

Parents of a summer born child, i.e. children born from 1 April to 31 August may also request admission outside their normal age group

When such a request is made, the admission authority will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the Headteacher and any supporting evidence provided by the parent. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

Where an admission authority agrees to a request and, as a consequence of that decision, the child will be admitted to a relevant age group i.e. the age group pupils are normally admitted to the school, the council and admission authority will process the application as part of the main admissions round, unless the parental request is made too late to allow this. The determined admission arrangements and application of oversubscription may be applied.

An application will not be given lower priority on the basis that the child is being admitted out of their normal age group.

Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school, but it is not in their preferred age group

### 5.3 Applying for a secondary school place for 2027-28

Applicants living within North Yorkshire should complete a single application listing up to five preferences for admission to any secondary schools, including any Community, Voluntary Controlled, Voluntary Aided, Foundation, Trust schools and Academies including Free Schools within North Yorkshire and neighbouring local authority areas, giving reasons for their preferences where appropriate.

When determining their preferences applicants are advised to consider: -

- The admissions policies which apply to the respective schools; and
- The implications of the Council's home to school travel policy, the details of which can be accessed on the council's website at: [School and college transport | North Yorkshire Council](#).

The parents of Year 6 children who will be Year 7 in September 2026 will be informed by letter via their child's primary school that they will need to apply on-line for a school place.

Common application forms will be required for all transfers at Year 7. Applications for any other year group, apart from the normal year of entry (Year 7) will be dealt with as in-year applications.

The deadline for the receipt of completed Common Application Forms is 31 October 2026.

Applicants will not be allowed to change their preferences after 31 October 2026 without a reason that is acceptable to the admission authority. The final date for acceptance of any change or late application is 30 November 2026.

Applicants who wish their children to attend an independent school will be encouraged to tell the council. Independent schools are not included in the co-ordinated arrangements, although applicants may also wish to apply for a place at a North Yorkshire school.

On the common application form applicants need to provide their child's name and residential address. The address provided must be where the child lives permanently. If residency is split between two parents, the address used must be the address where the child lives for the majority of the school week (Monday to Friday). Confirmation and agreement in writing from both parents will be required.

For secondary school applications, where the application is submitted on time, an offer of a school place will be made on the 1 March 2027.

Applicants who do not wish to accept a place at a school offered to them must notify the admission authority as soon as possible in writing that this is the case. Where the council is not the admission authority then they should also advise the council of the alternative provision that is being made. Without this information, the place will remain allocated.

The council has a duty to ensure that a school place is available for every child in North Yorkshire. Therefore, a place at a school will be offered even where a Common Application Form has not been submitted on behalf of a child.

Parents who do not wish to accept a place at a school offered to them must notify the admission authority as soon as possible in writing advising the council of the alternative educational provision that is being made. Without this information, the place will remain allocated.

The timetable for secondary school admissions is attached at Appendix 4 of this document - the Co-ordinated Admissions Arrangements, Secondary Transfer 2027/28.

### **5.3.1 Selection**

There are three selective grammar schools within North Yorkshire:

- Ermysted's Grammar School, Skipton – a Voluntary Aided boys' school
- Skipton Girls' High School – which is an Academy; and
- Ripon Grammar School – which is a mixed co-educational school

If a pupil has been entered for selection testing at any of these schools then the school should be listed as a preference on the common application form.

### **5.3.2 Skipton Selection**

Ermysted's Grammar School is a selective grammar school that offers education to boys aged 11 to 18 who are deemed suitable for a grammar school education in accordance with their selection scheme. Further information about the tests can be obtained direct from the school ([Home - Ermysted's Grammar School](#))

Skipton Girls' High School is a selective grammar school that offers education to girls aged 11 to 18 who are deemed suitable for a grammar school education in accordance with their selection scheme. Further information about the tests can be obtained direct from the school ([Welcome to Skipton Girls' High School](#))

The governing board of Ermysted's Grammar School (Voluntary Aided) and the academy trust of Skipton Girls' High School are responsible for applying their own admissions policies and the local authority applies the published co-ordinated admissions arrangements on behalf of these schools.

The Skipton Academy is a non-selective Academy and Upper Wharfedale School is a non-selective secondary school in a selective area offering education for children aged 11 to 16.

### **5.3.3 Ripon Selection**

Places will normally be provided at Outwood Academy Ripon and Ripon Grammar School for children who live in the City of Ripon together with the parishes of Aldfield, Azerley, Bishop Monkton, Bridge Hewick, Burton Leonard, Copt Hewick, Eavestone, Givendale, Grantley, Grewelthorpe, Hutton Conyers, Kirkby Malzeard, Laverton, Lindrick with Studley Royal and Fountains, Littlethorpe, Markenfield Hall, Markington-with- Wallerthwaite, Newby-with-Mulwith, North Stainley with Sleningfird, Sawley, Sharow, Skelding, Skelton, Studley

Roger and Winksley.

Outwood Academy Ripon is a non-selective Academy in a selective area offering education for children aged 11 to 18. Ripon Grammar School is a selective grammar school that offers an education for children aged 11 to 18. Children can only be admitted to Ripon Grammar School if they have been deemed suitable for a grammar school education, in accordance with the council selection scheme for Ripon Grammar School. The LA administers both the published selection scheme and the allocation of school places at Ripon Grammar School, as it is a community school. The council will apply the published co-ordinated admission arrangements on behalf of both Outwood Academy Ripon and Ripon Grammar School.

All children who wish to sit the selection test for entry into Ripon Grammar School will be required to apply to sit the selection tests. This includes children living and attending schools within the area served by the Ripon schools.

### **Ripon Selection Tests**

Tests for all forms of selection must be clear and objective and give an accurate reflection of the child's ability or aptitude, irrespective of sex, race or disability. It is for the admission authority to decide the content of the test, providing that the test is a true test of aptitude or ability.

The results of these selection tests are used to identify the highest scoring 28% or as close as possible of Year 6 children who live in the Ripon selective area. This procedure sets the cut-off mark in the Ripon selective area and sets the standard, which children must reach, to be deemed suitable for a Ripon Grammar School education.

For the council to consider children who live outside the selective area to be deemed suitable for a grammar school education at Ripon Grammar School they must reach the cut-off mark which is set by the performance of the children who live in the selective area, as explained above.

There is no guarantee that children who reach the cut-off mark in the selection tests will be allocated a place at Ripon Grammar School. If the school is oversubscribed with children who are deemed suitable for a grammar school education, places will be allocated in accordance with the published oversubscription criteria dependant on the type of place applied for ie day place or boarding place.

The council ensures that parents are aware that meeting the academic requirements for entry to Ripon Grammar School is not, in itself, a guarantee of a place at the school.

If a child is refused a place at the school on 1 March 2027, parents will be offered their statutory right of appeal for a place at the school.

The School Admissions Code 2021 states that LAs should take all reasonable steps to inform parents of the outcome of selection tests before the closing date for secondary applications on 31 October so as to allow parents time to make an informed decision when selecting their preferences.

The council must ensure that tests are accessible to children with special educational needs and disabilities, having regard to the reasonable adjustments for pupils with a disability required under equalities legislation.

### **Selection Testing 2027/2028**

Selection testing will take place on a Saturday during term time in September 2026, the confirmed date will be published on the North Yorkshire website by 30 April 2026 and the results of selection testing will be sent out to parents no later than 16 October 2026.

Late tests will take place on designated dates during the year. There will be dates set in January for any children moving into the area or for any children where there is a genuine reason that is agreed by the council. Any other late tests will take place in April, June and August. Any testing after August will be organised by Ripon Grammar School

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## **5.4 Late Applications**

Any Common Application Form for school places received after the closing date of 31 October 2026 for secondary schools and 15 January 2027 for primary schools will be considered as a late application unless a reason has been provided that is acceptable to the council as the admission authority. Late applications whose reasons have been agreed will be considered along with applications received on time.

Applications received on or after 1 March 2027 for secondary schools or 16 April 2027 for primary schools will be co-ordinated using the same arrangements and criteria as previous applications. The offer of a school place will be made in accordance with the council's agreed and published scheme. However, applications received after the first day of the school year will be considered as in-year applications.

Any changes of address for secondary school applications received after 30 November 2026 and for primary school applications after 15 February 2027 will not be considered until after the respective national offer day.

Changes cannot be made, in respect of preferences, for secondary schools after 30 November 2026 and to primary applications after 15 February 2027. Any late applications and changes received after these dates will only be processed after the National allocation's dates of 1 March 2027 for secondary applications and 16 April 2027 for primary applications.

## **5.5 The Allocation of School Places**

When allocating school places, the council will consider all preferences that have been expressed on a Common Application Form and will allocate places on the following basis:

- If a child is eligible for only one school preferred then a place will be allocated at that school
- If a child is eligible for a place at more than one of the schools that have been preferred then a place will be allocated at the school ranked as the highest preference
- If a child is not eligible for a place at any of the schools preferred then a place will be allocated at the child's nearest suitable school with available places.

No places will be held in reserve for any school.

## **5.6 The Offer of a Place**

The council will notify all applicants about the school place that their child has been allocated on:

For applicants for a place at an infant, junior or primary school:

On 16 April 2027 – the National Offer Day for primary admissions

For applicants for a place at a secondary school:

On 1 March 2027 – the National Offer Day for secondary admissions.

## 5.7 Appeals

Where the council has been unable to offer a school place listed as a higher preference, parents will be offered the statutory right of appeal against the decision.

In such circumstances, the offer email or letter will give the reasons why the council has been unable to allocate the applicant's other listed preferences.

Applicants wishing to make an appeal to North Yorkshire Council will be advised to access the council's website to obtain further information and to access the appeals form. This can be accessed using the following link:

[Parents' guide to admission appeals | North Yorkshire Council](#)

Applicants wishing to make an appeal to another admissions authority who do not participate in the North Yorkshire co-ordinated scheme will be advised to contact the admissions authority directly to confirm the arrangements for appeals.

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

Applicants who are not resident within North Yorkshire and who are refused a place at a North Yorkshire school by their home local authority will be informed that they should contact North Yorkshire Council to discuss the appeals process.

The outcome of successful admission appeals will lead to further modifications to the original allocation. These changes must be communicated to other admission authorities (and theirs to North Yorkshire Council) to enable all authorities to make final adjustments to the allocation.

Once appeals have been completed, the council will communicate with all the schools within North Yorkshire to ensure that they have a correct and up-to-date allocation list.

## 5.8 Waiting Lists

A waiting list must be maintained for all oversubscribed Community, Voluntary Controlled, Voluntary Aided, Foundation, Trust Schools and Academies including Free Schools until at least 31 December 2027. Each child added to a waiting list will require the list to be ranked again in line with the school's published oversubscription criteria.

The council requires the governing body of Voluntary Aided, Foundation, Trust Schools and Academies including Free Schools to advise them when places become available, unless the council are maintaining the schools waiting list on their behalf. The co-ordination regulations require that any offer of a school place must always be made by the council.

Where places become available they will be allocated from the waiting list in accordance with the published oversubscription criteria. The council will offer the place to the child at the top of the waiting list. Applicants will have five working days to reply before the place is offered to another child. If North Yorkshire Council, after using all advised contact details, is unable to contact a successful applicant to offer a place, the available place will be offered to the

next child who qualifies for that place from the waiting list. The council will confirm, in writing, that the child has been removed from the waiting list. Should a parent wish for a child(ren) to be placed back on the waiting list they will need to notify the council in writing. It is the applicant's responsibility to keep the authority informed of updated contact and address details.

If an applicant changes address whilst their child is on a waiting list, they will be required to send evidence of the new address. If the change of address affects their child's position(s) on any waiting list(s), then the position will be changed accordingly.

If the council is able to offer a place to a child from the waiting list who is not resident in North Yorkshire then the child's home local authority will be advised.

### **5.8 Children of UK service personnel and crown servants**

For families of service personnel with a confirmed posting, or crown servants returning from overseas, the admission authority will:

- a. Allocate a place in advance of the family arriving in the area (as long as one is available), provided the application is accompanied by an official letter that declares a relocation date.
- b. Use the address at which the child will live when applying their oversubscription criteria, as long as the parents provide some evidence of their intended address. Admissions authorities **must** use a Unit or quartering address as the child's home address when considering the application against their oversubscription criteria, where a parent requests this.

### **5.9 Applications from Outside of England**

Families moving or returning to North Yorkshire from outside of England can apply for a school place in the normal admission round.

Where a school is oversubscribed evidence that a family intend returning or moving to the North Yorkshire such as a copy of flight tickets or travel arrangements will be requested.

Where an application is made from another country, and the applicant is not resident in North Yorkshire on the last date for changes and is not able to provide the authority evidence of their return to the area, then the oversubscription criteria for the admission authorities of the preference school will be applied using the current home address

It is the responsibility of parents of foreign nationals to check that their children have a right under their UK entry conditions to study at a school before applying for a school place.

