

## ADMISSIONS POLICY FOR COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS FOR THE ACADEMIC YEAR 2015/16

All governing bodies are required by section 324 of the Education Act 1996 to admit to the school a child with a statement of special needs that names the school. This is not an oversubscription criterion. This relates only to children who have undergone statutory assessment and for whom a final statement of special educational needs (SEN) has been issued.

**If the number of applications exceeds the Published Admission Number (PAN), after the admission of children where the school is named in the statement of special educational needs (SEN) the following oversubscription criteria will apply:**

<b>ORDER OF PRIORITY:</b>	<b>Notes:</b>
<b><u>Priority Group 1:</u></b>	
Children and young people in Public Care for whom the school has been expressed as a preference and previously looked after children, that is children who were adopted (or subject to residence orders or special guardianship orders) immediately following having been looked after.	<i>This applies to all looked-after children, including those who are in the care of another local authority.</i>  <i>In the case of previously looked after children, a copy of the relevant documentation will be required in support of the application.</i>
<b><u>Priority Group 2:</u></b>	
Children the Authority believes have special social or medical reasons for admission.	<i>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.</i>  <i>Panels of professionally qualified people will consider all applications made under priority group 2.</i>
<b><u>Priority Group 3:</u></b>	
Children living within the normal area of the school.	
<b><u>Priority Group 4:</u></b>	
Children living outside the normal area of the school.	

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

*Tie break:*

*If there are not enough places for all the children in one of these priority groups, we will give priority first to those with a sibling at the school in September 2015 ( in all cases sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent / carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling ) and then to those living nearest the school.*

*If within a priority group there are not enough places for all those with a sibling at the school in September 2015, we will give priority to those children with a sibling living nearest the school.*

*All distance measurements are based on the nearest route recognised by the County Councils 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.*

*We may be able to meet your preference for a place at a school that does not serve the local area you live in. In this case, you will normally be responsible for travel arrangements and the costs of your child's travel to and from school.*

#### **Local arrangements:**

**Scarborough area** - Graham School - For priority group 3 applications (that is, children living within the normal area covering the school), priority will be given as follows:

- a) 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.
- b) Children who will have an older sibling at the school of their choice.
- c) Children who live nearest to the school of their choice.

Scalby School - For priority group 4 applications (that is, children living outside the normal area of the school), priority will be given to children who live in the areas 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:

- a) will have an older sibling at Scalby School at the start of the term when the younger sibling starts school; or
- b) would have to make the longest journey to another school without them becoming eligible for help with travel costs from us under the local authority transport policy.

**Selby area** - Brayton High School 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 Selby town area. Each school, Brayton College and Selby High, has its own designated rural area and the two schools are jointly the normal schools for the Selby town area. Places will be offered, within priority group 3, to children from the individual rural area associated with each school before those in the town area, using the tie break elements of the Admissions policy for community and voluntary controlled schools for the academic year 2015/16 where necessary.

**Ripon Grammar School** - Ripon Grammar School is a designated grammar school,<sup>1</sup> this means that the school is permitted to select its entire intake on the basis of high academic ability<sup>2</sup>. The school does not have to fill all of its 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. A maintained boarding school can interview applicants to assess suitability for boarding, but such interviews **must** only consider whether a child presents a serious health and safety hazard to other boarders or whether they would be able to cope with and benefit from a boarding environment. To help with this assessment, they may also use a supplementary information form, and information provided by the previous school and by the child's home local authority (on safeguarding issues).

<sup>1</sup> As designated by the Education (Grammar School Designation) Order 1998 (SI 1998/2219). 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.

<sup>2</sup> Section 104 of the School Standards and Framework Act

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

- a. looked after children and previously looked after children;
- b. children of members of the UK Armed Forces who qualify for Ministry of Defence financial assistance with the cost of boarding school fees;
- c. children with a 'boarding need', defined by Ripon Grammar School as follows:
  - i. Children at risk or with an unstable home environment and children of service personnel who have died while serving or who have been discharged as a result of attributable injury;  
or
  - ii. Children of key workers and Crown Servants working abroad, e.g. the children of charity workers, people working for voluntary service organisations, the diplomatic service or the European Union, teachers, law enforcement officers and medical staff working abroad whose work dictates that they spend much of the year overseas.

**ADMISSIONS POLICY FOR COMMUNITY AND VOLUNTARY CONTROLLED  
NURSERY SCHOOLS, NURSERY CLASSES AND PRE-RECEPTION  
CLASSES FOR THE ACADEMIC YEAR 2015/16**

All governing bodies are required to admit to the school a child with a statement of special needs that names the school. This is not an oversubscription criterion. This relates only to children who have undergone statutory assessment and for whom a final statement of special educational needs (SEN) has been issued.

<b>ORDER OF PRIORITY:</b>	<i>Notes</i>
<p><b><u>First priority:</u></b></p> <p>Children and young people in Public Care for whom the school has been expressed as a preference and previously looked after children, that is children who were adopted (or subject to residence orders or special guardianship orders) immediately following having been looked after.</p>	<p><i>This applies to all looked-after children, including those who are in the care of another local authority.</i></p> <p><i>In the case of previously looked after children, a copy of the relevant documentation will be required in support of the application.</i></p>
<p><b><u>Second priority:</u></b></p> <p>Children who are recommended by the Director of Children and Young Peoples Service, including children in the care of a local authority, or by the appropriate designated medical officer.</p>	<p><i>Note: we will only consider applications in this category if they are supported by a recommendation from a doctor, social worker or other appropriate professional which sets out the particular 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.</i></p>
<p><b><u>Third priority:</u></b></p> <p>Children from homes with poor housing conditions or overcrowding, or from a background which could affect the child's normal educational development.</p>	<p><i>Note: this should be supported by the recommendation of a doctor, social worker or other appropriate professional.</i></p>
<p><b><u>Fourth priority:</u></b></p> <p>Children within the normal area of the school, giving priority to the oldest children first.</p>	
<p><b><u>Fifth priority:</u></b></p> <p>Children from outside the school's normal area, giving priority to those whose home is nearest to school first.</p>	



**North**

**Yorkshire County Council**

Children and Young People's Service

**2015/16  
CO-ORDINATED ADMISSION  
ARRANGEMENTS**

## Introduction

The aim of the North Yorkshire Coordinated Primary and Secondary School Admissions Scheme is to provide an open and fair way for considering parental preferences for admission to schools. Our scheme complies with current legislation relating to school admissions and with advice contained in the Department for Education 2012 School Admissions Code.

The scheme is reviewed annually and is designed to ensure that every child living in North Yorkshire, who is due to start at a North Yorkshire primary school, or transfer to junior or secondary school is offered a single school place on the same day. It aims to ensure that each parental preference is considered equally and parents receive a school place in accordance with their highest ranked preference which is available. This scheme applies to admissions in the normal round but not those that take place in-year. In-year admissions are those made during the academic year and applications for admission to age groups other than the normal year of entry.

North Yorkshire Local Authority will work with Community, Voluntary Controlled, Voluntary Aided, Foundation, Trust primary and secondary schools and Academies within North Yorkshire, to ensure the co-ordinated scheme operates as smoothly as possible for parents and we will work closely with our thirteen neighbouring authorities to ensure admission arrangements are co-ordinated. Our 13 neighbouring admission authorities, Voluntary Aided, Foundation, Trust schools and Academies are listed at Appendix 3 and Appendix 4.

After consideration of all parental preferences for all schools with reference to the order in which these are ranked, the Local Authority will notify parents living within North Yorkshire of the offer of one school place on behalf of all admission authorities operating within the co-ordinated admissions scheme.

The detailed arrangements and timetable for co-ordinating school admission with the separate arrangements for secondary and primary schools can be found at Appendices 1 and 2.

Arrangements for In Year admissions can be found at page 21 of this co-ordination document. This document is also available on our website at [www.northyorks.gov.uk/admissions](http://www.northyorks.gov.uk/admissions)

The website includes information about:

- The operation of our admissions schemes for all North Yorkshire Community and Voluntary Controlled schools;
- The timescales and timetable for each admission process;
- The number of allocations made at each school in the previous academic year;
- The number of schools that were oversubscribed resulting in parental appeals and the numbers and outcome of these appeals. This information about allocations and appeals should help parents to assess realistically their likelihood of obtaining a place at their preferred schools.

## Co-ordination

1. The scheme does not affect the duty of the governing bodies of Academies, Voluntary Aided, Foundation and Trust schools to determine their own admissions policies.
2. The scheme does not apply to a looked after child, a previously looked after child or a child with a statement of Special Educational Needs naming the school in question.
3. We will receive information of children expressing preferences for our Community, Voluntary Controlled, Voluntary Aided, Foundation and Trust Schools and Academies from neighbouring Local Authorities, which we will process as part of our co-ordinated arrangements along with those for North Yorkshire children.
4. Parents requesting literature on Voluntary Aided, Foundation, Trust schools or Academies or non-North Yorkshire schools will be referred to the appropriate school or admissions authority. Where non-North Yorkshire parents complete our form in error we will forward it to their home authority.
5. We will receive complete ranked lists of all preferences from North Yorkshire Voluntary Aided, Foundation, Trust schools and Academies as well as lists from neighbouring Local Authorities of children to whom they can offer places. We will produce lists of children to whom we can offer places at our Community and Voluntary Controlled Schools. We will inform our neighbouring Local Authorities which of their children can and cannot be offered places at any of our schools.
6. Having received information from other admissions authorities we will allocate places to children living in our area according to the highest ranked preference for which a place is available.
7. Where we cannot meet any of the parental preferences expressed for a North Yorkshire child we will allocate a place at an alternative school with places available after all those preferencing the school have first been allocated a place. This may or may not be the local school and may be some distance from their home.
8. Supplementary Information Forms may need to be completed by parents applying for Voluntary Aided primary or secondary schools.

## Admissions Co-ordination 2015/16

### **Secondary**

North Yorkshire's co-ordinated admissions scheme applies to 5 Voluntary Aided Secondary Schools, 30 Community Secondary schools, 8 Academies and 1 Trust Secondary School.

### **Primary**

1 Foundation Primary, 2 Academy, 49 Voluntary Aided Primary Schools and 266 Voluntary Controlled and Community Primary Schools, 5 Diocesan Authorities and 13 Neighbouring Authorities.

On line applications for school places can be made by logging on to our website at [www.northyorks.gov.uk/primaryadmissions](http://www.northyorks.gov.uk/primaryadmissions) or [www.northyorks.gov.uk/secondaryadmissions](http://www.northyorks.gov.uk/secondaryadmissions).

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

9. Parents can list up to 5 schools in order of preference.
10. Parents may want to include their local school as one of their preferences because if we are unable to meet a higher preference and their normal area school is oversubscribed, we will give children a place at the nearest school with places available which may be some distance from their home.
11. If parents name a school other than their normal area school, they will normally be responsible for transport.

## Late Applications

12. Any Common Application Form for school places received after the closing date of 31 October 2014 for secondary schools and 16 January 2015 for primary schools will be considered as a late application unless a reason has been provided that is acceptable to us as the admission authority. Late applications whose reasons have been agreed will be considered along with applications received on time.
13. Applications received after 2 March 2015 for secondary schools or 16 April 2015 for primary schools will be co-ordinated using the same arrangements and criteria as previous applications. The offer of a school place will be made in accordance with our agreed and published scheme. However applications received after the first day of the school year will be considered as in-year applications.



14. No changes can be made to applications for secondary schools after the 24 January and to primary applications after 17 March. This includes any changes of address. Any applications received after these dates will only be processed after the allocations dates i.e. 1 March for secondary applications and the 16 April for primary applications.

## The Offer of a Place

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

16. We will contact all parents of North Yorkshire children on 2 March 2015 for Secondary Schools and on the 16 April 2015 for Primary, Infant and Junior Schools, notifying them of the single school place allocated to their child or children.

17. The place offered could be at one of our Community or Voluntary Controlled schools, Voluntary Aided, Foundation, Trust schools or Academies within North Yorkshire or a school in an area served by another Local Authority.

## Appeals

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

19. In such circumstances the offer letter will give the reasons why we have been unable to allocate their other stated preferences. Where the statutory right of appeal is the responsibility of North Yorkshire Local Authority we will inform the parents where the appeal forms can be located on the NYCC website.

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

21. Where the L.A. have multiple appeals for one school these will be grouped appeals unless the authority decides that this would not be appropriate.

22. Parents who have been refused a place at a North Yorkshire school by their home authority will be informed that they should contact us to discuss the appeals process.

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

24. Once appeals have been completed we will communicate with all the schools within our boundary to ensure that they have a correct and up-to-date allocation list.

## Waiting Lists

25. A waiting list will be maintained for all oversubscribed Community, Voluntary Controlled, Voluntary Aided, Foundation, Trust Schools and Academies until 31 December 2015. Each child added will require the list to be ranked again in line with the published oversubscription criteria
26. The Local Authority requires the governing body of each, Voluntary Aided, Foundation, Trust School and Academy to update us when places become available unless the Local Authority 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 Local Authority.
27. Where places become available they will be allocated from the waiting list in accordance with the published oversubscription criteria.
28. Where we are able to offer a place to a non-North Yorkshire child from the waiting list we will liaise with their home authority.

## Secondary Transfer Scheme 2015/16

29. The secondary scheme enables parents living within North Yorkshire whose children are transferring to secondary school to complete a single application either on-line or in paper form.
30. In June 2013 parents of Year 5 children who will be Year 7 in September 2015 will be informed by letter via their child's primary school that they will need to apply on line for a school place. They can express up to 5 preferences for admission to any Community, Voluntary Controlled, Voluntary Aided, Foundation, Trust schools and Academies both within North Yorkshire and neighbouring Local Authority area, giving reasons for their preferences where appropriate.
31. Parents without internet access will be informed that they will need to contact the admissions team for a paper copy of the common application form to enable them to apply for a school place for their child.
32. Parents will be informed that supplementary information may also be requested by Voluntary Aided or non-North Yorkshire schools, in order for the school to apply their oversubscription criteria.
33. Common application forms will be required for all transfers at Year 7 as well as transfers to schools who admit children in Year 10.
34. Parents must return their applications by the closing date of 31 October 2014. Every effort is made by the admissions team to ensure that applications are received by the closing date.

35. Parents will not be allowed to change their preferences after 31 October 2014 without a reason that is acceptable to us as the admissions authority. Learning that the child is suitable or not suitable for a selective school will not be considered as an acceptable reason for a change of preference.
36. Parents who wish their children to attend independent schools will be encouraged to tell us. However independent schools are not included in the co-ordinated arrangements. These parents may also wish to apply for a place at a North Yorkshire school.
37. If parents living outside of North Yorkshire enquire about our schools they will be directed to the North Yorkshire County Council website. Parents will be advised to complete a common application form for their home authority.
38. On the common application form parents will need to provide their child's name and residential address. The address provided must be where the child lives permanently. If residency is split, the address provided should be the place where the child lives for the majority of the time. If residency is split equally between two parents, they can nominate the address they wish to use for the allocation of a school place.
39. The offer of a single school place will be made on 1 March 2015 and allocation letters will be posted to parents/carers on that date.
40. We will offer a place at a North Yorkshire school even if parents have not completed a common application form because we have a duty to ensure a school place is available for every North Yorkshire child.
41. Parents who do not wish to accept a place at a school offered to them must notify the admission authority within 10 working days of the offer being made.
42. The timetable for secondary school admissions is attached as Appendix 1 of the Co-ordinated Admissions Arrangements, Secondary Transfer 2015/16.

## Selection

43. There are 3 selective grammar schools within North Yorkshire; one of which is a Voluntary Aided boys' school, one a mixed co-educational school and one a girls' school which has Academy Trust status. In addition there are 3 non selective schools in the selective areas of the County.
44. If a child is entered for selection testing, parents must make sure they name the selective school they would like them to go to is on the common application form.

### **Skipton Selection**

45. Places will normally be provided at Ermysted's Grammar School for boys who are deemed suitable for a grammar school education in accordance with the Local Authority's selection scheme and who live in the area served by the primary schools in Arncliffe, Beamsley, Bradley, Burnsall, Carleton, Cracoe, Embsay, Gargrave, Grassington, Kettlewell, Kirkby-in-Malhamdale, Skipton, Thornton-in-Craven and Threshfield. Ermysted's Grammar School is

a selective grammar school that offers education to boys aged 11 to 18. . Children can only be admitted to Skipton Girls' High School and Ermysted's Grammar School if they have been deemed suitable for a grammar school education. The local authority administers the published selection scheme for boys in the Skipton area.

46. All boys living and attending schools within the area served by the Ermysted's Grammar School will sit the selection tests unless their parents write or e-mail the admissions team stating that they do not wish their child to be tested.
47. The governing bodies of Ermysted's Grammar School (Voluntary Aided) and Skipton Girls' High School (Academy Trust) are responsible for applying their own admissions policies and the Local Authority applies its published co-ordinated admissions arrangements on behalf of these schools.
48. Skipton Girl's 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.  
Aireville School and Upper Wharfedale School are non-selective secondary schools in a selective area offering education for children aged 11 to 16.

### **Ripon Selection**

49. Places will normally be provided at Outwood Academy Ripon and Ripon Grammar School for children who live in the City of Ripon together with the parishes of Aldfield, Azerley, Bishop Monkton, Bridge Hewick, Burton Leonard, Copt Hewick, Eavestone, Givendale, Grantley, Grewelthorpe, Hutton Conyers, Kirkby Malzeard, Laverton, Lindrick, with Studley Royal and Fountains, Littlethorpe, Markenfield Hall, Markington-with-Wallerthwaite, Newby-with-Mulwith, North Stainley with Sleningfird, Sawley, Sharow, Skelding, Skelton, Studley Roger and Winksley.
50. Outwood Academy Ripon is a non- selective Academy in a selective area offering education for children aged 11 to 18. Ripon Grammar School is a selective grammar school that offers an education for children aged 11 to 18. Children can only be admitted to Ripon Grammar School if they have been deemed suitable for a grammar school education, in accordance with the local authority selection scheme. The local authority administers both the published selection scheme and the allocation of school places at Ripon Grammar School as it is a Community School. The Local Authority will apply its published co-ordinated admission arrangements on behalf of both Outwood Academy Ripon and Ripon Grammar School.
51. All children living and attending schools within the area served by the Ripon schools will sit the selection tests, unless their parents write to or e-mail the admissions team that they do not wish their child to be tested.

### **Selection tests**

52. Tests for all forms of selection must be clear and objective and give an accurate reflection of the child's ability or aptitude, irrespective of sex, race or disability. It is for the admission authority to decide the content of the test, providing that the test is a true test of aptitude or ability.
53. The results of these selection tests are used to identify the highest scoring 28% or as close as possible of Year 6 children who live in the Ripon selective area and the highest scoring

28% or as close as possible of Year 6 boys who live in the Skipton selective area. This procedure sets the cut-off mark in each selective area and sets the standard which children in Ripon and boys in Skipton must reach, to be deemed suitable for grammar school education in their local selective area.

54. For us to consider children who live outside the selective area to be deemed suitable for a grammar school education at Ripon Grammar School or Ermysted's Grammar School, they must reach the cut-off mark which is set by the performance of the children who live in the selective area, as explained above.
55. There is no guarantee that children who either reach the cut off mark in the selection tests or have been successful at a selection review will be allocated a place at a Grammar School. If the school is oversubscribed with children who are deemed suitable for a Grammar School education, places will be allocated using the published oversubscription criteria.
56. The Local Authority ensures that parents are aware that meeting the academic requirements for entry to Ripon Grammar School and Ermysted's Grammar School is not, in itself, a guarantee of a Grammar School place.
57. There is a selection review process available for parents whose children have not reached the cut off mark in the Local Authority's selection testing process. This is not a statutory process and does not replace a parent's formal right of appeal against refusal of a place. Parents are only able to have 1 selection review within North Yorkshire.
58. If a child is refused a place at the school on 2 March 2015, which is the national offer date, parents will be offered their statutory right of appeal for a place at the school.
59. The School Admissions Code 2012 states that local authorities should take all reasonable steps to inform parents of the outcome of selection tests before the closing date for secondary applications on 31<sup>st</sup> October so as to allow parents time to make an informed choice of school.
60. The Local Authority 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 2015/16**

61. Selection testing will take place during early September 2014 and the results of selection testing will be sent out to parents on 16 October 2014.

## Primary Transfer Scheme 2015/16

62. The primary scheme enables parents living within North Yorkshire to complete a single application either on-line or in paper form listing up to five preferences for admission to any primary, infant or junior schools both within North Yorkshire and neighbouring Local Authority areas, giving reasons for their preferences where appropriate.
63. Parents without internet access will be able to contact the Local Authority for a common application form to enable them to apply for a primary school place for their child.
64. If parents list a Voluntary Aided school as a preference the school may request supplementary information in order for them to apply their oversubscription criteria.
65. Parents must complete the common application forms by the deadline of 15 January 2015. Every effort is made by the admissions team to ensure that applications are received by the closing date.
66. Parents will not be allowed to change their preferences after 15 January 2015 without a reason that is acceptable to us as the admissions authority.
67. Parents who wish their children to attend an independent school will be encouraged to tell us. However independent schools are not included in the co-ordinated arrangements. These parents may also wish to apply for a place at a North Yorkshire school.
68. If parents living outside of North Yorkshire enquire about our schools they will be directed to the North Yorkshire County Council website. Parents will be advised to complete a common application form for their home authority.
69. On the common application form parents will need to provide their child's name and residential address. The address provided must be where the child lives permanently. If residency is split between two parents, the address used must be the address where the child lives for the majority of the time. If residency is split equally between two parents, they can nominate the address they wish to use for the allocation of a school place. For primary school applications, all offers must be made on the 16 April 2015.
70. Parents who do not wish to accept a place at a school offered to them must notify the admission authority within 10 working days of the offer being made.
71. Appeals will usually be heard for first admission to schools in June and July of 2015

## Appendix 1

### North Yorkshire Local Authority

### Secondary, Community, Voluntary Controlled, Aided, Foundation, Trust Schools and Academies Timetable 2014/2015

Date	Activity
Mid June 2014	Parents informed by letter from the LA via child's primary school to apply on-line and details are provided. Parents without internet access to contact the LA for information.
15 August 2014	Closing date for withdrawal of children who are automatically entered for selection testing. Closing date for applications for children who are not automatically entered for selection.
04 September 2014	Familiarisation selection test in selective areas.
09 September 2014	First actual selection test for both in and out-of-area children.
12 September 2014	Second actual selection test for both in and out-of-area children.
16 October 2014	Results of selection testing posted to all parents.
31 October 2014	Closing date for return of Common Application Forms.
14 November 2014	Neighbouring Local Authorities to send us details of children in their area who have expressed preferences for schools in North Yorkshire. We send details of children expressing preferences for schools in other Local Authority areas to those authorities for consideration.
21 November 2014	Details of all children who have expressed preferences for North Yorkshire Academies, Voluntary Aided, Foundation and Trust schools to the schools for consideration.
5 January 2015	Non Statutory Reviews Commence
9 January 2015	Information to be returned to us by Voluntary Aided, Foundation and Trust schools on which places they can allocate.
16 January 2015	Send first round of allocation information to other authorities identifying potential offer(s).
23 January 2015	Confirmation of allocations with neighbouring admission authorities including Academies, Voluntary Aided, Foundation and Trust schools.
30 January 2015	Input information from first cycle of exchange of allocation information.
6 February 2015	Second allocation cycle preference information sent to other authorities
13 February 2015	Input allocation information from second cycle and send final allocation information to other authorities of school place offers to be made
17 February 2015	Input final allocation preference information and produce final allocation letters.
1 March 2014	Allocation Day. Send out allocation letters to all parents applying for a school place. Inform schools of final allocation.
27 April 2014 to 16 June 2014	Statutory admission appeals.
16 March 2015 to 31 August 2015	Manual adjustments to allocation and communicating those results to other authorities.
31 December 2015	Closure of waiting lists.

## Appendix 2

### *North Yorkshire Local Authority*

### *Primary for Aided, Community, Voluntary Controlled and Foundation Schools Timetable 2014/15*

Date	Activity
September 2014	Primary Guide for Parent booklet and common application forms are available on the NYCC website for North Yorkshire parents. Parents without internet access to contact the LA for information.
15 January 2015	Closing date for the return of Common Application Forms.
23 January 2015	Neighbouring Local Authorities to send us details of children in their area who have expressed preferences for schools in North Yorkshire (depending on their timetables). We send details of children expressing preferences for schools in other Local Authority areas to those authorities for consideration.
30 January 2015	The education office send out details of all children who have expressed preferences for North Yorkshire Voluntary Aided, Academy, and Trust schools to the schools for consideration.
13 February 2015	Information to be returned to us by Voluntary Aided, Academy and Trust schools on which places they can allocate.
10 March 2015	Send first round of allocation information to other authorities identifying potential offer(s).
17 March 2015	Input information from first cycle of parental preferences.
24 March 2015	Send second allocation cycle information to other authorities
31 March 2015	Input preference information from second cycle and send final allocation information to other authorities.
16 April 2015	Send out allocation letters to all North Yorkshire parents. Inform schools of final allocations.
8 June 2014 to 20 July 2014	Statutory admission appeals.
1 May 2015 to 31 August 2014	Manual adjustments to allocation and communicating those results to other authorities.
31 December 2015	Closure of waiting list.



## **Appendix 3**

### **Primary Academy and Trust Schools**

Great Smeaton Community Primary School Great Smeaton Northallerton DL6 2EQ Tel No 01609 881349	Thomas Hinderwell Academy Seamer Road Scarborough YO12 4HF Tel No: 01723 373110
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### **Foundation School**

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

### **Primary Voluntary Aided Primary Schools**

All Saints C of E Primary School Kirkby Overblow HARROGATE North Yorkshire HG3 1HD Tel No.01423 872491	All Saints RC Primary School Green Lane East THIRSK North Yorkshire YO7 1NB Tel No. 01845 523058
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Austwick C of E (VA) Primary School AUSTWICK Lancaster LA2 8BN Tel No. 015242 51366	Barkston Ash Catholic Primary School London Road Barkston Ash TADCASTER North Yorkshire LS24 9PS Tel No 01937 557373
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St Mary's C of E Primary School Bolton-on-Swale Scorton RICHMOND North Yorkshire Tel No. 01748 818401	Burneston C of E (VA) Primary School BURNESTON Bedale North Yorkshire DL8 6BP Tel No. 01677 423183
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Burnsall VA Primary School  
BURNSALL  
Skipton  
North Yorkshire  
BD23 6BP  
Tel No. 01756 720273

Carleton Endowed School  
Carleton  
SKIPTON  
North Yorkshire  
BD23 3DE  
Tel No. 01756 792910

Cawood C of E VA Primary  
School  
Broad Lane  
CAWOOD  
Selby  
North Yorkshire  
YO8 3SQ  
Tel No. 01757 268368

Egton C of E VA Primary School  
EGTON  
Whitby  
North Yorkshire  
YO21 1UT  
Tel No. 01947 895369

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

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

Long Preston Endowed VA  
Primary School  
School Lane  
LONG PRESTON  
Skipton  
North Yorkshire  
BD23 4PN  
Tel No. 01729 840377

Burnt Yates C of E Primary School  
Burnt Yates  
HARROGATE  
North Yorkshire  
HG3 3RW  
Tel No. 01423 770586

Carlton and Faceby C of E VA Primary School  
CARLTON-IN-CELEVELAND  
Middlesbrough  
Cleveland TS9 7BB  
Tel No. 01642 712340

Dacre Braithwaite Cof E Primary  
School  
SUMMERBRIDGE  
Harrogate  
North Yorkshire  
HG3 4AN  
Tel no. 01423 780285

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

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

Kirkby & Great Broughton C of E VA Primary  
School  
KIRKBY-IN-CLEVELAND  
Middlesbrough  
TS9 7AL  
Tel No. 01642 714707

Marton cum Grafton C of E VA  
Primary School  
Reas Lane  
MARTON-CUM-GRAFTON  
York  
YO51 9QB  
Tel No. 01423 322355

Masham C of E VA Primary  
School  
1 Millgate  
MASHAM  
Ripon  
North Yorkshire  
HG4 4EG  
Tel No. 01765 689200

Michael Syddall C of E (Aided) Primary School  
Mowbray Road  
CATTERICK VILLAGE  
Richmond  
North Yorkshire  
DL10 7LH  
Tel No. 01748 818485

Middleham C of E Aided School  
Park Lane  
MIDDLEHAM  
Leyburn  
North Yorkshire  
DL8 4QX  
Tel No. 01969 623592

Rathmell C of E (VA) Primary School  
Hesley Lane  
RATHMELL  
Settle  
North Yorkshire  
BD24 0LA  
Tel No. 01729 840360

Richard Taylor C of E Primary  
School  
Bilton Lane  
HARROGATE  
North Yorkshire  
HG1 3DT  
Tel No. 01423 563078

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

Ripon Cathedral CE Primary  
School  
Priest Lane  
RIPON  
North Yorkshire  
HG4 1LT  
Tel No. 01765 602355

Sacred Heart RC Primary School  
Broomfield Avenue  
NORTHALLERTON  
North Yorkshire  
DL7 8UL  
Tel No. 01609 780971

St Benedict's RC Primary School  
Back Lane  
AMPLEFORTH  
York  
YO62 4DE  
Tel No. 01439 788340

St George's RC Primary School  
Overdale Road  
Eastfield  
SCARBOROUGH  
North Yorkshire  
YO11 3RE  
Tel No. 01723 58353

St Hedda's RC Primary School  
EGTON BRIDGE  
Whitby  
North Yorkshire  
YO21 1UX  
Tel No. 01947 895361

St Hilda's RC Primary School  
Waterstead Lane  
WHITBY  
North Yorkshire  
YO21 1PZ  
Tel No. 01947 603901

St Joseph's Catholic Primary  
School  
Colber lane  
BISHOP THORNTON  
Harrogate  
North Yorkshire  
HG3 3JR  
Tel No. 01423 770083

St Joseph's Catholic Primary School  
Coppice Rise  
HARROGATE  
North Yorkshire  
HG1 2DP  
Tel No. 01423 562650

St Joseph's Catholic Primary  
School  
Swainsea Lane  
PICKERING  
North Yorkshire  
YO18 8AR  
Tel No. 01751 473102

St Joseph's Catholic Primary School  
Station Road  
TADCASTER  
North Yorkshire  
LS24 9JG  
Tel No. 01937 832344

St Martin's C of E VA Primary  
School  
Holbeck Hill  
SCARBOROUGH  
North Yorkshire  
YO11 3BW  
Tel No. 01723 360239

St Mary's Catholic Primary School  
Tentergate Road  
KNARESBOROUGH  
North Yorkshire  
HG5 9BG  
Tel No. 01423 867038

St Mary's RC Primary School  
Highfield Road  
MALTON  
North Yorkshire  
YO17 7DB  
Tel No. 01653 692274

St Mary's RC Primary School  
Cross Lanes  
RICHMOND  
North Yorkshire  
DL1 7DZ  
Tel No. 01748 821124

St Mary's Catholic Primary  
School  
Baffam lane  
SELBY  
North Yorkshire  
YO8 9AX  
Tel No. 01757 706616

St Peter's C of E VA Primary School  
BRAFFERTON  
Helperby  
York  
YO61 2PA  
Tel No. 01423 360250

St Peter & St Paul RC Primary  
School  
Richmond Road  
LEYBURN  
North Yorkshire  
DL8 5DL  
Tel No. 01969 622351

St Peter's RC Primary School  
North Leas Avenue  
SCARBOROUGH  
North Yorkshire  
YO12 6LX  
Tel No. 01723 372720

St Robert's Catholic Primary  
School  
Ainsty Road  
HARROGATE  
North Yorkshire  
HG1 4AP  
Tel No. 01423 504730

St Stephen's Catholic Primary School  
Gargrave Road  
SKIPTON  
North Yorkshire  
BD23 1PJ  
Tel No. 01756 793787

St Wilfrid's Catholic Primary  
School  
Church lane  
RIPON  
North Yorkshire  
HG4 2ES  
Tel No. 01765 603232

Swainby and Potto C of E VA Primary School  
Claver Close  
SWAINBY  
Northallerton  
North Yorkshire DL6 3DH  
Tel No. 01642 700518

Terrington C of E VA Primary  
School  
TERRINGTON  
York  
YO60 6NS  
Tel No. 01653 6483340

The Boyle & Petyt Primary School  
Harrogate Road  
BEAMSLEY  
Skipton  
North Yorkshire  
BD23 6HE Tel No. 01756 710378

## Appendix 4

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

### Academies/ Trust Secondary Schools:

Skipton Girls' High School  
Gargrave Road  
Skipton  
North Yorkshire, BD23 1QL Tel. 01756  
707600

South Craven School  
The Technology & Engineering College  
Holme Lane  
Cross Hills, Keighley  
West Yorkshire, BD20 7RL Tel. 01535  
632861

George Pindar Community Sports College  
Eastfield,  
Scarborough  
YO11 3LX Tel. 01723 582194

St Aidan's C of E High School  
Oatlands Drive  
HARROGATE  
North Yorkshire  
HG2 8JR Tel 01423 885814

Norton College  
Langton Road  
Norton  
Malton  
YO17 9PT Tel. 01653 693296

Rossett School  
Green Lane  
Harrogate  
HG2 9JP Tel. 01423 564444

Harrogate Grammar School  
Arthurs Avenue  
Harrogate  
HG2 0DZ Tel. 01423 531127

Harrogate High School  
Ainsty Road  
Harrogate  
HG1 4AP Tel. 01423 548800

Outwood Academy Ripon  
Clotherholme Road  
Ripon  
HG4 2DE Tel. 01765 604564

## Voluntary Aided Secondary Schools

Holy Family Catholic High School  
Longhedge Lane,  
CARLTON  
Goole  
East Yorkshire  
DN14 9 NS  
Tel No. 01405 860276

St Augustine's RC School  
Sandybed Lane  
Off Stepney Hill  
Scarborough  
North Yorkshire  
YO12 5LH  
Tel No. 01723 363280

St Francis Xavier School  
Darlington Road  
RICHMOND  
North Yorkshire  
DL10 7DA  
Tel No. 01748 823414

St John Fisher Catholic High  
School  
Hookstone Drive  
HARROGATE  
North Yorkshire  
HG2 8PT  
Tel No. 01423 887254

Ermysted's Grammar School  
Gargrave Road  
SKIPTON  
North Yorkshire  
BD23 1PL  
Tel No. 01756 792186

## Appendix 5

### Neighbouring Local Authorities

#### **Bradford**

Pupil Access Manager  
Education Bradford  
Future House, Bolling Road  
BRADFORD  
BD4 7EB  
Tel No: 01274 385604

#### **Cumbria**

Corporate Director – Pupils Services  
5 Portland Square  
CARLISLE  
CA1 1PU  
Tel No. 01228 606877

#### **Darlington**

Pupils's Information Service  
Town Hall,  
Feethams  
DARLINGTON  
L1 5QT Tel No. 01325 380651

#### **Doncaster**

Director of Education and Culture  
Admissions and Pupil Services  
The Council House  
College Road  
DONCASTER DN1 3AD  
Tel No. 01302 737204/727234

**Durham**

School Admissions  
Education Offices  
County Hall  
DURHAM  
DH1 5UJ  
Tel No. 0191 383 3115

**East Riding of Yorkshire**

Admissions Team  
Pupils, Family & Adult Services  
County Hall,  
BEVERLEY  
HU17 9BA  
Tel No.01482 392130/392131/392132

**Lancashire**

Director of Education  
PO Box 61,  
County Hall  
PRESTON  
PR1 0LD  
Tel No. 01772 254868

**Leeds**

Admissions & Transport Team  
Leeds Education  
10<sup>th</sup> Floor West  
Merrion House  
LEEDS LS2 8DT  
Tel No. 0113 2475729

**Middlesbrough**

Corporate Director, Families and  
Learning  
Middlesbrough Council  
PO Box 69, First Floor  
Vancouver House  
Gurney Street  
MIDDLESBROUGH  
TS1 1 EL  
Tel No. 01642 728092

**Redcar and Cleveland**

School Admissions  
Redcar and Cleveland Borough  
Council, Council Offices  
PO Box 83, Kirkleatham Street  
REDCAR  
TS10 1YA  
Tel No. 01642 444108

**Stockton on Tees**

School Admissions  
Stockton-on-Tees Borough  
Council  
PO Box 228,  
Municipal Buildings, Church Road  
STOCKTON ON TEES  
TS18 1XE  
Tel No. 01642 526605

**Wakefield**

School Admissions  
County Hall,  
WAKEFIELD  
WF1 2QL  
Tel No. 01924 305616/305617

**York**

Education Access Team  
Learning, Culture and Pupil  
Services  
City of York Council  
Mill House  
North Street  
YORK YO1 6JD  
Tel No. 01904 554248/554239



# CO-ORDINATED ADMISSION ARRANGEMENTS

## PRIMARY & SECONDARY IN-YEAR ADMISSIONS 2015/16

## Introduction

1. In-year admissions are those which occur outside of the normal admissions round. The normal admissions round refers to admissions which admit children into infant, junior, primary, middle or secondary school in the first year of entry. These applications become in-year on or after 2 March for secondary applications and on or after 17 April for primary applications.
2. There is no requirement for Local Authorities to co-ordinate in-year applications from the offer year 2014/15 and all subsequent years but they must provide information on their website to show how in-year applications can be made and will be dealt with. Local Authorities must, on request, provide information to a parent about the places available in all schools within its area. A preference form should be completed by parents when applying for a school place for their child at any Community or Voluntary Controlled school within North Yorkshire. A preference form will also need to be completed for any Voluntary Aided, Foundation, Trust primary and secondary schools and Academies that have agreed North Yorkshire Local Authority will continue co-ordinating in-year admissions on their behalf. Any parent can apply for a place for their child at any time to any school.
3. In determining applications for school places outside the normal admissions round, whether in-year or at the start of a school year which is not a normal point of entry to the school, admission authorities must comply with parental preference unless the published oversubscription criteria or one of the statutory reasons for refusing admission applies.
4. All applications outside of the normal admissions round for Community, Voluntary Controlled and any Voluntary Aided, Foundation, Trust, primary and secondary schools and Academies that have agreed to continue co-ordinating with North Yorkshire Local Authority will be processed and if applicable offered by the Local Authority. Schools that are their own admission authority and are not continuing to co-ordinate in-year admissions with North Yorkshire Local Authority must communicate the availability of places to the Local Authority when requested and must, when in receipt of an in-year application notify the Local Authority of both the application and its outcome. The Admission Authority must also inform parents of their right to appeal against the refusal of a school place.
5. The in-year co-ordinated scheme does not apply to a looked after child, a previously looked after child or a child with a statement of Special Educational Needs naming the school in question, as these children must be admitted.
6. Each Local Authority must have a Fair Access Protocol, agreed with the majority of schools in its area to ensure that, outside the normal admissions round, unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. There is no duty for Local Authorities or admission authorities to comply with parental preference when allocating places through the Fair Access Protocol.
7. Parents who do not wish to accept a place at a school offered to them must notify the admission authority within 2 weeks of the offer being made.

## Applying for a school place

8. North Yorkshire Local Authority in-year preference forms should be completed by parents living or moving into North Yorkshire requesting a place at any North Yorkshire primary or secondary school. Proof of residency may be required.
9. If a child already attending a North Yorkshire school wishes to transfer to another school, parents should, in the first instance discuss the transfer with the current school that the child attends.
10. Where parents apply for a school place whilst living abroad, the application will not be processed until their return to the UK. Exceptions to this would be when an application is received from a forces family which is accompanied by an official letter that declares a relocation date and a unit postal address or an area address. We would also accept applications for school places from parents living abroad if they have an address in the UK and they can provide proof that they lived at that address prior to their move abroad and will be returning to that property.
11. When we receive an in-year preference form from a parent living in North Yorkshire requesting any North Yorkshire school, we will process the form by attempting to comply with the parent's highest ranked preference of school. We will liaise with the school listed as the highest preference.
12. If we are able to allocate the highest ranked preference on the form we will send an offer of that school place to the parent. If we are unable to allocate a place we will offer the statutory right of appeal and will then consider other schools listed in order of preference and will offer a place at one of those schools if possible. If we are unable to do so we will again offer parents the statutory right of appeal or ask that the governors of Voluntary Aided, Foundation or Trust schools who have agreed for North Yorkshire Local Authority to co-ordinate in-year admissions do so. Parents can appeal for a place at an Academy and would need to contact the Local Authority for information on how to do so.
13. When we receive a request for a place in the normal year of entry if the school is oversubscribed a waiting list will be maintained by the relevant admission authority until 31 December 2015.
14. We require a reply within 5 working days from schools informing us if they are able to accommodate additional children. If they are oversubscribed we will offer parents the statutory right of appeal.
15. Voluntary Aided schools may require parents to complete a supplementary information form available from the school before a school place can be considered.
16. If parents name a school other than their normal area school, they will normally be responsible for transport.

North Yorkshire County Council  
Children & Young People's Service

**IN YEAR FAIR ACCESS PROTOCOL**

**1.0** The Education and Inspections Act 2006 introduced a requirement for each local authority to have in place an In-Year Fair Access Protocol (IYFAP) by September 2007. Further guidance of this requirement is provided in the School Admissions Code 2012, particularly paragraphs 3.9 to 3.23.

Other guidance issued by the Department for Education is located in Fair Access Protocols, Principles and Process, Departmental Advice issued November 2012. Within this guidance it confirms that:

- Schools (including Academies) should work together collaboratively, taking into account the needs of the child and those of the school. There is no duty to comply with parental preference when allocating places through the Protocol but it is expected the wishes of the parents are taken into account.
- Fair Access Protocols should not be used as a means to circumvent the normal in-year admissions process. A parent can apply for a place as an in-year admission at any point and is entitled to an appeal when a place is not offered.

Each local authority must have a Fair Access Protocol, agreed with the majority of schools in its area, which sets out how, outside the normal admissions round, schools in the area will admit their fair share of children with challenging behaviour, children excluded from other schools and children who arrive outside the admissions round who may have difficulty securing a school place. In these circumstances, admission authorities may, if necessary, admit above their Published Admission Number.

**1.1** **ALL** admission authorities must participate in the In Year Fair Access Protocol in order to ensure that unplaced children are allocated a school place quickly and that no school takes more than its share of children with challenging behaviour. **There is no duty for local authorities or admission authorities to comply with parental preference when allocating places through the In Year Fair Access Protocol.**

**2.0 Purpose of Protocol**

**2.1** The operation of In Year Fair Access Protocols is outside the arrangements of co-ordination and is triggered when a parent of an eligible child has not secured a place under in-year admission

procedures, even following the outcome of an appeal. The purpose of the protocol is:

- 2.2 To ensure that for in year admissions (i.e. outside of the normal admissions round) children are admitted to a suitable school as quickly as possible.
- 2.3 To encourage the equitable distribution of children needing to be admitted in year so that no school is overburdened.

### 3.0 To Which Groups of Children does the Protocol Apply?

3.1 The list of children to be included in an In Year Fair Access Protocol includes the following children of compulsory school age who may have difficulty securing a school place. The following are a minimum required by the School Admissions Code:-

- Children from the criminal justice system or Pupil Referral Units who need to be reintegrated into mainstream education;
- Children who have been out of education for 2 months or more;
- Children of Gypsies, Roma, Travellers, refugees and asylum seekers;
- Children who are homeless;
- Children with unsupportive family backgrounds for whom a place has not been sought;
- Children who are carers; and
- Children with special education needs, disabilities or medical conditions (but without a statement).

The following groups of children have been agreed with the majority of schools in the area.

- Children permanently excluded from a school or children with fixed term exclusions exceeding 15 days in the current academic year;
- Children without a school place and with a history of serious attendance problems ( i.e. less than 50% );
- Looked After Children

- 3.2 It is important to emphasise that, **in the vast majority of cases, children requiring a school place will continue to be admitted in accordance with the usual admission procedures, rather than through the protocol.**
- 3.3 Mid-year admissions, where a child is not considered hard to place, will be managed through the usual admission procedure in line with parental preference.

- 3.4 The protocol does not cover the admission of children with statements of SEN which will continue to be managed through the statutory assessment and statementing process.

#### 4.0 General Application of the Protocol

- 4.1 In each area of the County, at secondary level, a local Collaborative panel including secondary Headteachers or their representatives will meet on a regular basis. All Collaboratives in North Yorkshire LA meet regularly: Craven, Hambleton and Richmondshire, Harrogate, Ryedale, Scarborough and Selby meet every fortnight and Whitby meet once a month.
- 4.2 A key purpose of the panel will be to manage in year admissions where the protocol criteria apply.
- 4.3 No school should take more than its share of children with challenging behaviour.
- 4.4 All local partnership schools, including those who are their own admissions authority, will agree to admit 1 hard to place pupil in each year group per academic year. Collaborative panels will consider a 'weighting' for small secondary schools where the impact on small year groups may be considerable.
- 4.5 Schools will not insist on an appeal being heard before admitting a child under this protocol.
- 4.6 Schools will not refuse to admit a pupil who has been denied a place at that school at appeal, if the protocol identifies that school as the one to admit the child.
- 4.7 As part of the Collaborative arrangements for the admission of vulnerable pupils, we **may** ask the school listed as the highest preference on the parental preference form to hold a meeting on behalf of the Collaborative panel. The purpose of the meeting is to gather information about the pupil so that a referral form can be completed and an informed decision about the future placement of the pupil can be made at the next Collaborative panel meeting. This is not a pre-admission meeting but is a procedure used to ensure that vulnerable children and unplaced children are allocated a school place as soon as possible.
- 4.8 The panel must take account of any genuine concerns about the admission, for example a previous serious breakdown in the relationship between the school and the family, or a strong aversion to, or desire for the religious ethos of a school.

- 4.9** For a pupil to be placed at a North Yorkshire Grammar School in line with the In Year Fair Access criteria, he or she must also meet the academic criteria for that school.
- 4.10 Schools must respond within the timescales specified in this protocol to requests for admission, so that the admission of the pupil is not delayed.**
- 4.11** Wherever possible, pupils with a religious affiliation should be matched to a suitable school. If the school with a religious affiliation has already taken a pupil under the protocol in that year group, then the pupil may be offered a place at a different school that doesn't have the religious affiliation.
- 4.12** Admissions agreed between schools under the scheme of Managed Moves do not count as places allocated under this protocol. The local authority will collate data on the two schemes separately and make the data available to panels on a regular basis.

## **5.0 Local Flexibility**

- 5.1** Whilst working within the spirit of the protocol a local Collaborative panel must use discretion and judgement to achieve the best outcome for the child concerned and other children. For instance, one school may have compelling reasons (agreed by the panel) for not admitting to a particular year group at that time. The school might therefore agree to make 2 places available in a different year group.

## **6.0 Monitoring Arrangements**

- 6.1** All mid-year admissions under the protocol will be monitored by the local authority and the local Collaborative panel.
- 6.2** A local authority officer will attend all Collaborative Panels wherever possible. This will usually be the Educational Development Adviser: Behaviour, Discipline & Attendance for the area and/or a colleague from the Admissions team.

## **7.0 Additional Support**

- 7.1** Additional advice for schools admitting children under this protocol may be available from the local authority e.g. from the Education of Looked After Children team. This discussion should take place at the Collaborative meeting.

## **8.0 Timescales**

- 8.1** All referrals under this protocol should be considered within these timescales;

As soon as possible, following the panel meeting, and within 3 days, a panel representative will discuss admission and potential school(s) with parent and pupil. It is expected that all parties will act with a sense of urgency to identify a school place for any child who has had difficulty securing one or who fall under the Fair Access Protocol.

Within 10 days of a panel meeting, the identified school will invite the parent and the young person for an admissions meeting with the opportunity to view the school and formulate an integration plan.

Within 15 days the child should be admitted on roll and start attending the identified school.

## **9.0 Actions by Schools that Contravene the Agreement**

**9.1** Schools in the local partnership agree not to advise parents to:

- remove their child from school and find another school.
- remove their child from the roll of the school and voluntarily educate at home.

## **10.0 Transport**

**10.1** Free or assisted transport will be provided to enable a pupil to attend the school agreed by the panel if it is over two miles from home for primary age pupils and three miles from home for secondary pupils. This arrangement currently applies to pupils permanently excluded from school.

## **11.0 Financial Procedures**

**11.1** Where a pupil is permanently excluded the excluding school must return any remaining Age-Weighted Pupil Unit (AWPU) for that particular pupil to the local authority for transfer to the receiving school.

## **12.0 Cross Border Issues**

**12.1** The local authority will consult with neighbouring authorities over financial support and equity for pupils who meet the In Year Fair Access Protocol, and who attend school in one authority, and live in another.



## NORTH YORKSHIRE COUNTY COUNCIL

CHILDREN AND YOUNG PEOPLE'S SERVICE  
Final Version to Collaboratives Spring 2012**MANAGED MOVES****1. Introduction**

The revised national Admission Code of Practice became effective from 28 February 2007. The Code reflects legislative changes introduced by the Education and Inspection Act 2006. This Code has been amended in 2010 and 2011. The underlying principles of the Act and the Code are to “promote fair access to educational opportunity, promote high standards and fulfilment of every child’s educational potential”

The Protocol on managed moves will be helpful in supporting pupils who are vulnerable to repeat exclusion, disaffection and non-attendance as a result of circumstances at their current school.

This Protocol cannot override the statutory right of parent/carers to express a preference for any school and it does not change the parent/carer’s right to apply for places at another school. If that school has places, the Admission Authority has a statutory duty to comply with parental preference. If a parent/carer does not wish to consider a move under this protocol, they cannot be forced to do so.

In order for a protocol to operate effectively on a County wide basis it will be necessary for all Headteachers and Governors of Academy, Community, Voluntary Controlled, Voluntary Aided, Foundation and Trust Schools to agree to accept decisions made in accordance with agreed in year fair access (IYFA) procedures.

Schools will agree to abide by the decision of their Collaborative Panel and acknowledge that being up to their published admission number does not preclude them from admitting a pupil. The school’s current situation and the previous number of managed moves will always be taken into consideration.

2. A “managed move” is a transfer of a pupil from one school to another school. When the suggestion to transfer a pupil from one school to another is made at a planning meeting, it may provide a fresh start for a pupil and may be a successful way of meeting the pupil’s needs.

A managed move should be suggested as a last resort, an alternative to permanent exclusion, or when there has been a breakdown in relationship between the school and the family. A managed move should only be considered when the current school feels that it has exhausted all possible options to meet the needs of the pupil. See Appendix 1 Collaborative Behaviour Management Continuum Guidance September 2009

Managed moves should not be used where:-

- A pupil is well advanced into Year 10 or in Year 11.
- A pupil is not accessing mainstream education or alternative provision.
- The proposed school has pupils with whom the moving pupil has a previous history of disruptive activity, either in or out of school.
- The current school is unable to demonstrate that every effort has been made to meet the needs of the pupil.
- The pupil is refusing to conform to the behaviour expectations of a school and there is no evidence that they will conform in a new school.

### **3. Managed Moves Protocol**

- i) The current school should hold a meeting to discuss the needs of the pupil with the parent/carer(s). This will often be a review meeting or part of ongoing support within the framework of the Inclusion Passport.
- ii) The meeting identifies that a fresh start in a new school is an appropriate way to meet the pupil's needs. This is recorded within the context of the agreed plan for the pupil and included in the Collaborative referral. The parent/carer(s) and pupil cannot be guaranteed a place at the proposed school at this point. However, their views about this will be sought and written into the referral.
- iii) The school considering a managed move for a pupil should complete a referral to the Collaborative Panel (hereafter 'the panel') which should be discussed at the next panel meeting. Parts A, B & C of the referral form must be completed in as much detail as possible. The parent/carer's written consent for the pupil to be discussed at the panel meeting will be obtained after seeing a copy of the full referral. Parent/carers and pupils must be made aware that a managed move is a trial move for 4 weeks (20 school days).
- iv) The managed move will be discussed at the next Collaborative meeting and a new school identified. If the proposed school has reservations regarding the admission, those reservations should be discussed at the panel meeting. Any requests for support will be discussed at the panel meeting and the proposed move will be confirmed or rejected at the panel meeting. The chair, usually the area education development adviser (EDA) for behaviour, discipline and attendance (BDA) and the panel will decide the ultimate outcome of requests for managed moves and the support requirements together with the PRS/PRU head teacher, teacher in charge of ROOSE/Whitby Outreach and/or the EDA (BDA) with cross county responsibility for Collaboratives. The majority of the panel should be in agreement with the managed move for the decision to go ahead.
- v) Discussions between the current school (sending school) and identified new school (receiving school) can then take place to share further information and ensure appropriate planning and provision. If a

grammar school has been requested to become the receiving school then the pupil must meet the selection criteria.

- vi) Within 10 school days of the Collaborative Panel meeting, the Head teacher of the new school will invite parent/carers and the pupil into school to outline expectations and discuss all admission arrangements. It may be appropriate to invite a representative from the Pupil Referral Services/ROOSE/Whitby Outreach, SEN Officer/Parent Partnership Officer, education social worker (ESW) and/or a member of the current school. If a member of the support services is not available, this should not delay the meeting.
- vii) Within 15 school days of the panel meeting, a start date at the new school will be agreed. With the agreement of the head teacher of a PRS/PRU/teacher in charge of ROOSE/Whitby Outreach, the provision to be made may include part time attendance at the PRS/PRU or other provision managed by the PRS/PRU/ROOSE/Whitby Outreach.
- viii) New provision with the pupil attending should be in place within 20 school days of the panel meeting.
- ix) The Clerk to the Collaborative will be informed by the current and receiving schools of a start date and will send a letter indicating the managed move arrangements to the parent/carer. (See Appendix 2)
- x) A managed move will be reviewed after a period of 4 weeks and the panel informed of progress and reconsideration of placement where appropriate. Review meetings can, however, take place at any time within the 4 weeks, particularly if there are concerns about the pupil's progress.
- xi) If the receiving school feels that, at any point in the managed move process, a fixed term exclusion should be used, then the head teacher of the original school must be informed and requested to administer the required paperwork.
- xii) Successful managed moves will be reported to the Collaborative panel after the review; the pupil will then be removed from the roll of the original school and placed on the roll of the new school. If the pupil has a statement of SEN, the school will liaise with the LA SENO and admissions team. The pupil's original school and the receiving school must ensure that their database is changed in order to reflect the change of school. The clerk of the Collaborative Panel will confirm in writing to parent/carers that the new school has agreed admission onto their roll following a successful managed move. (See Appendix 3)

#### **4. Actions by Schools that Contravene the Agreement**

Schools in the Collaborative partnerships agree not to advise parents to:

- remove their child from school and find another school.
- remove their child from the roll of the school and voluntarily educate at home.

#### **5. Support with the Managed Move**

Pupils who transfer schools within the Managed Move Protocol are likely to have additional educational needs and can often be on the SEN register at school action plus. It is important, therefore, to consider the arrangements that can be given to help ensure that the new placement is likely to be successful. New arrangements should include any agency already working with the pupil. The school should make the commitment to continue with the support within the context of the new school or liaise with the appropriate person in that area to provide continuity for the pupil.

#### **6. Transport**

For managed moves and hard to place pupil admissions, the Authority will apply the same principles with respect to transport as it does in the case of permanent exclusion. The Authority will accept responsibility for the cost of transport to the school identified by the panel, provided this school lies outside the relevant distances specified in the Authority's Home to School Transport Policy.

It is the responsibility of the head teacher of the original school to make parent/carers aware that the pupil will be expected to access the existing transport network, including public transport, if this meets the journey requirements. If the pupil at some future point is excluded from this transport because of their failure to adhere to the established code of conduct for acceptable behaviour, it will then become the parent/carers' responsibility to ensure that the pupil continues to attend school.

Best value policies will be adhered to wherever possible. The Authority will accept responsibility for the transport costs via a Collaborative cost code until the pupil reaches the end of Year 11. If the pupil is removed from the Collaborative panel agenda, due to the success of the managed move, it is the responsibility of the receiving school to continue to organise transport, although the Collaborative panel will continue to fund this. If any changes are made to the transport arrangements for the pupil then this must be referred back to panel via the AOB/Business minutes if the pupil has been taken off the agenda and archived. The Collaborative panel will review managed move transport of pupils archived at least once a year and preferably at the meeting before the Easter holidays.

## **7. Pupils with a Statement of SEN**

If the local authority receives a request for a managed move from a parent/carer or school for a pupil with a statement of SEN, the local SENO will liaise with parent/carers and school. A managed move must be the result of an interim review of the statement in accordance with legislative procedure, following which, the SENO will consult with the receiving school. The Head teacher must respond for a change of placement within 15 working days in accordance with the SEN 2001 Code of Practice. At the end of the managed move trial period, any change of placement must be as a result of the amendment of the Statement for Special Needs. All communication with school and parent/carers will be the responsibility of the SENO.

## **8. Financial Procedures**

Where a managed move is agreed between all parties, it is anticipated that head teachers will consider, as part of the negotiations, the voluntary transfer of the proportion of the age weighted pupil unit (AWPU), which would have been deducted, if the route followed had been one of permanent exclusion. This would take place after the Collaborative panel confirms that the pupil is now on the roll of the new school.

## **9. Attendance and absence monitoring**

During managed moves, the original school will maintain the pupil's registration. If the receiving school decides to accept the pupil on a permanent basis then the registration will transfer at that time. During the managed move, however, there is no method of indicating this situation in the receiving school. As the data collected during the census is used for future funding purposes, the inability to credit the receiving school is perceived as a disincentive to accept the pupil, often to the pupil's detriment. The financial arrangements between the schools are a matter for their mutual agreement (see para 8 above) but it is important to be able to identify pupils in this situation. It is recommended that for the duration of any trial managed move:

- The original school maintains the pupil's record with an Enrolment Status of "M" (Main dual-registration).
- The receiving school maintains the pupil's record with an Enrolment Status of "S" (Subsidiary dual-registration).

(See Appendix 4).

## **10. Monitoring Arrangements**

All managed moves will be monitored by the LA and the local Collaborative panel. Regular monitoring reports will be made available to the Admissions Forum on the implementation of the Protocol. The managed move tables on the Collaborative Panel agenda will be amended accordingly so that all schools within each Collaborative Panel can see that managed moves are allocated to each school fairly, openly, transparently and appropriately.

Each Collaborative should arrange for a rolling programme of visits of representatives of the panel to all schools for quality assurance purposes.

Appendix 1: Collaborative Behaviour Management Continuum Guidance September 2009

Appendix 2: Managed Move Start letter

Appendix 3: Managed move change of roll letter

Appendix 4: Extract from DFE Secondary Census Guidance 2011

**January 2012**

### 'Fresh Starts' Policy for Primary Age Children

For a very small number of children who are of primary school age and are vulnerable to permanent exclusion, all of those concerned with a child may decide that a 'fresh start' at another school is necessary. Under these circumstances the school and /or significant others should:

- Have put in place different and additional provision at waves one, two and three which has been monitored and reviewed regularly.
- Involved the parents of the child at each stage of the process, ensuring that they have the opportunity to express their views and ideas.
- Involved the appropriate local authority (LA) services e.g. educational psychology service (EPS) and enhanced mainstream school (EMS) provision.
- Put in place a formal review meeting involving the head teacher, parent, EMS staff, EPS and significant others e.g. social care or CAMHs. The meeting should be chaired by the Complex Needs Adviser or the area Behaviour, Discipline and Attendance (BDA) Adviser, and should take place in the child's school. The meeting should not go ahead without all of the appropriate people present, unless exceptional circumstances should dictate otherwise.
- If the consensus of the meeting, including the parents, is agreed that a 'Fresh Start', is in the best interest of the child, the parents should be supported in their legal right to preference another school in the local area which has places available in their child's year group.
- The parents should be supported to do this through the educational social work service (ESW), the parent partnership officer (PPO) or the in year fair access manager.
- The parent is responsible for the transport of their child to the new school of choice, and this responsibility should be made clear to the parent at the outset. Occasionally, the LA may fund transport where there is overwhelming evidence that this may be appropriate.
- The child's home school should ensure that all the necessary information about the child is provided in order to make the transition as successful as possible.
- The EMS (BESD) should prioritise work with children who are in danger of permanent exclusion and may require a 'Fresh Start', by providing both outreach and in-reach support as necessary.
- Review meetings should be managed by the 'home' school and actively involve parents and all significant staff /professionals. The BDA should prioritise monitoring and reviewing the needs of children who have made a 'Fresh Start', to ensure that the child's needs are being met and the child is making progress.

Mike McCauley  
Lead Adviser (BDA)  
September'12.

DFE No. 815-	School	Published Admission Limit 2014/15	Proposed Admission Number 2015/16	Nursery places fte	Pre reception
3000	Ainderby Steeple Church of England Primary School	15	15		
3001	Aiskew, Leeming Bar Church of England Primary School	14	14		
2150	Alanbrooke School	15	15		
3616	All Saints Roman Catholic Primary School, Thirsk	14	14		
3361	All Saints, Church of England School, Kirkby Overblow	15	15		
2245	Alne Primary School	20	20		
2242	Alverton Community Primary School	30	30	26	
2246	Amotherby Community Primary School	25	25		
2080	Applegarth Primary School	40	40		
2301	Appleton Roebuck Primary School	15	15		6
2247	Appleton Wiske Community Primary School	14	14		
3006	Arkengarthdale Church of England Primary School	8	8		
3289	Askrigg Voluntary Controlled Primary School	12	12		
2302	Askwith Community Primary School	13	13		2
3350	Austwick Church of England (V.A.) Primary School	10	10	6.5	
3008	Bainbridge Church of England Primary and Nursery School	8	8	6.5	
3009	Baldersby St. James Church of England Voluntary Controlled Primary School	8	8		
3369	Barkston Ash Catholic Primary School	20	20		
2400	Barlby Bridge Community Primary School	22	22	26	
2401	Barlby Community Primary School	42	42	26	
3223	Barlow Church of England Voluntary Controlled Primary School	12	12		
2108	Barrowcliff Nursery & Infant School	60	60	19.5	
3133	Barton Church of England Primary School	11	11		
2348	Beckwithshaw Community Primary School	14	14		
3010	Bedale Church of England Primary School	47	47		
3012	Bilsdale Midcable Chop Gate Church of England Voluntary Controlled Primary School	7	6		
3226	Birstwith Church of England Primary School	12	12		
3227	Bishop Monkton Church of England Primary School	15	15		
3228	Bishop Thornton Church of England Primary School	8	8		
3301	Bolton-on-Swale St Mary's Church of England Primary School	14	14		
2309	Boroughbridge Primary School	40	40		
2310	Bradleys Both Community Primary School	19	19		
3231	Brayton Church of England Voluntary Controlled Primary School	60	60		15
2250	Brompton & Sawdon Community Primary School	10	10		
2249	Brompton Community Primary School	22	22	13	
3015	Brompton-on-Swale Church of England Primary School	30	30		
2225	Broomfield School	35	35		
2311	Brotherton & Byram Community Primary School	30	30	26	
3337	Burneston Church of England (Voluntary Aided) Primary School	19	19		
3352	Burnsall Voluntary Aided Primary School	12	12		
3356	Burnt Yates Church of England Primary School	8	8		
3232	Burton Leonard Church of England Primary School	10	10		
2312	Burton Salmon Community Primary School	7	7		
2387	Camblesforth Community Primary School	17	17		
3354	Carleton Endowed School	20	20		
3306	Carlton and Faceby Church of England Voluntary Aided Primary School	8	8		



2252	Carlton Miniott Community Primary School	27	27		
2314	Carlton-in-Snaith Community Primary School	28	28		
2256	Castleton Community Primary School	8	8		
2212	Catterick Garrison, Carnagill Community Primary School	30	30	13	
2173	Catterick Garrison, Le Cateau Community Primary School	60	60	39	
2189	Catterick Garrison, Wavell Community Infant School	72	72	26	
2188	Catterick Garrison, Wavell Community Junior School	60	60		
3355	Cawood Church of England Voluntary Aided Primary School	25	21	13	
2224	Cayton Community Primary School	30	30		
3233	Chapel Haddlesey Church of England Voluntary Controlled Primary School	7	7		
3273	Christ Church Church of England Voluntary (Controlled) Primary School	20	20		
3234	Clapham Church of England Voluntary Controlled Primary School	10	10		
3150	Cliffe Voluntary Controlled Primary School	16	16		
2167	Colburn Community Primary School	30	30	26	
2316	Cononley Community Primary School	20	20		
2317	Cowling Community Primary School	19	19		
3235	Cracoe and Rylstone Voluntary Controlled Church of England Primary School	7	7		
3020	Crakehall Church of England Primary School	14	14		
3021	Crayke Church of England Voluntary Controlled Primary School	13	13		
3022	Croft Church of England Primary School	15	15	6.5	
3357	Dacre Braithwaite Church of England Primary School	10	10		
3025	Danby Church of England Voluntary Controlled School	10	10		
2347	Darley Community Primary School	14	14		
2165	Dishforth Airfield Community Primary School	15	15		
3027	Dishforth Church of England Voluntary Controlled Primary School	12	12	6.5	
2318	Drax Community Primary School	10	10		
2164	Easingwold Community Primary School	45	45		
2257	East Ayton Community Primary School	30	30		
3030	East Cowton Church of England Primary School	8	8		
3308	Egton Church of England Voluntary Aided Primary School	8	10		
3236	Embsay Church of England Voluntary Controlled Primary School	30	30		
3034	Eppleby Forcett Church of England Primary School	7	7		
3153	Escrick Church of England Voluntary Controlled Primary School	17	17		
2320	Fairburn Community Primary School	8	8		
3632	Farnley Church of England Voluntary Aided Primary School	15	15		
3154	Filey Church of England Voluntary Controlled Infant and Nursery School	76	76	26	
2413	Filey Junior School	85	85		
3237	Follifoot Church of England Primary School	9	9		
3288	Forest of Galtres Anglican/Methodist Primary School	27	27		
3039	Foston Church of England Voluntary Controlled Primary School	4	4		
3266	Fountains Church of England Primary School	15	15		
3238	Fountains Earth, Lofthouse Church of England Endowed Primary School	6	6		
3139	Fylingdales Church of England Voluntary Controlled Primary School	18	18		
3285	Gargrave Church of England Voluntary Controlled Primary School	18	18		
2324	Giggleswick Primary School	13	13		
3040	Gillamoor Church of England Voluntary Controlled Primary School	7	7		
2117	Gladstone Road Infant School	120	120		
2116	Gladstone Road Junior School	116	116		
2041	Glaisdale Primary School	8	8		
2338	Glasshouses Community Primary School	10	10		
2393	Glusburn Community Primary School	48	48	26	

2043	Goathland Primary School	7	7		
3240	Goldsborough Church of England Primary School	12	12		
3241	Grassington Church of England (Voluntary Controlled) Primary School	12	12		
2426	Great Ayton, Roseberry Community Primary School	30/21	30/21		
2327	Great Ouseburn Community Primary School	14	14		7.5
2047	Great Smeaton Community Primary School★	10	10		
3242	Green Hammerton Church of England Primary School	17	17		
3243	Grewelthorpe Church of England Primary School	10	10		
3207	Gunnerside Methodist Primary School	7	7		
3045	Hackforth and Hornby Church of England Primary School	6	6		
3046	Hackness Church of England Voluntary Controlled Primary School	10	10		
3244	Hambleton Church of England Voluntary Controlled Primary School	25	25		
3245	Hampsthwaite Church of England Primary School	16	16	6.5	
2328	Harrogate, Bilton Grange Community Primary School	48	48		
2383	Harrogate, Coppice Valley Community Primary School	30	30		
2329	Harrogate, Grove Road Community Primary School	40	40	26	
2368	Harrogate, Hookstone Chase Community Primary School	40	40		
2330	Harrogate, New Park Community Primary School	30	30	13	
2376	Harrogate, Oatlands Community Junior School	75	75		
2372	Harrogate, Pannal Community Primary School	45	45		
2424	Harrogate, Saltergate Community Junior School	60	60		
3247	Harrogate, St. Peter's Church of England Primary School	41	41		
2332	Harrogate, Starbeck Community Primary School	50	50	26	
2056	Hawes Community Primary School	15	15	6.5	
3050	Hawsker cum Stainsacre Church of England Voluntary Controlled Primary School	12	12		
2336	Hellifield Community Primary School	15	15		
2236	Helmsley Community Primary School	24	24	8.5	
2402	Hemingbrough Community Primary School	30	30		
2337	Hensall Community Primary School	18	18		
3155	Hertford Vale Church of England Voluntary Controlled Primary School, Staxton	18	18		
2305	High Bentham Community Primary School	25	25	13	
3053	Hipswell Church of England Primary School	24	24	10	
2340	Hirst Courtney & Temple Hirst Community Primary School	7	7		
3284	Holy Trinity Church of England Infant School	70	70	26	
3263	Holy Trinity Church of England Junior School	60	70		
3358	Horton-in-Ribblesdale Church of England Voluntary Aided Primary School	10	10	6.5	
3054	Hovingham Church of England Voluntary Controlled Primary School	8	8		
3055	Huby Church of England Voluntary Controlled Primary School	16	16		
2403	Hunmanby Primary School	30	30	26	
2063	Hunton and Arrathorne Community Primary School	10	10		
3057	Husthwaite Church of England Voluntary Controlled Primary School	15	15	6.5	
2228	Hutton Rudby Primary School	30	30		
3336	Ingleby Arncliffe Church of England Voluntary Aided Primary School	11	11		
3060	Ingleby Greenhow Church of England Voluntary Controlled Primary School	10	10		
2391	Ingleton Primary School	26	26	26	
3076	Kell Bank Church of England Primary School	5	5		
2422	Kellington Primary School	19	19	13	
2321	Kettleasing Felliscliffe Community Primary School	8	8		
2343	Kettlewell Primary School	7	7		5
3287	Kildwick Church of England (Voluntary Controlled) Primary School	17	17		
3248	Killinghall Church of England Primary School	15	15		

3062	Kirby Hill Church of England Primary School	17	17	13	
3251	Kirk Fenton Parochial Church of England Voluntary Controlled Primary School	30	30	13	
3252	Kirk Hammerton Church of England Primary School	12	12		
3253	Kirk Smeaton Church of England (Voluntary Controlled) Primary School	12	12		
3315	Kirkby & Great Broughton Church of England Voluntary Aided Primary School	18	18		
3065	Kirkby Fleetham Church of England Primary School	9	9		
3360	Kirkby in Malhamdale United Voluntary Aided Primary School	12	12		
3249	Kirkby Malzeard Church of England Primary School	15	15		
2064	Kirkbymoorside Community Primary School	35	35	15	
2377	Knaresborough, Aspin Park Community Primary School	60	60		
2389	Knaresborough, Meadowside Community Primary School	30	30		
3068	Knayton Church of England Voluntary Controlled Primary School	12	12		
2404	Langton Primary School	15	15		
2042	Lealholm Primary School	8	8		
2405	Leavening Community Primary School	10	10	10	
2040	Leeming and Londonderry Community Primary School	8	8		
2166	Leeming RAF Community Primary School	40	40		
2065	Leyburn Community Primary School	30	30		
2233	Lindhead School	30	30		
2171	Linton-on-Ouse Primary School	15	15		
3255	Long Marston Church of England Voluntary Controlled Primary School	8	8		
3362	Long Preston Endowed Voluntary Aided Primary School	13	13		
2346	Lothersdale Community Primary School	15	15		
2406	Luttons Community Primary School	8	8		
3069	Lythe Church of England Voluntary Controlled Primary School	15	15		
2074	Malton Community Primary School	42	42	13	
3256	Markington Church of England Primary School	12	12		
3363	Marton-cum-Grafton Church of England Voluntary Aided Primary School	15	15		6.5
3042	Marwood Church of England Voluntary Controlled Infant School, Great Ayton	19	21		
3319	Masham Church of England VA Primary School	20	20		
3208	Melsonby Methodist Primary School	10	10		
3307	Michael Syddall Church of England (Aided) Primary School	36	36		
3320	Middleham Church of England Aided School	15	15		
3079	Middleton Tyas Church of England Primary School	22	22		
3257	Monk Fryston Church of England Voluntary Controlled Primary School	30	30		
2366	Moorside Infant School	36	45	26	
2367	Moorside Junior School	36	45		
2075	Nawton Community Primary School	11	11		
2076	Newby and Scalby Primary School	60	60		
2081	North & South Cowton Community Primary School	7	7		
2407	North Duffield Community Primary School	25	25		
3260	North Rigton Church of England (C) Primary School	15	15		
3258	North Stainley Church of England Primary School	8	8		
2163	Northallerton, Mill Hill Community Primary School	30	30		
2408	Norton Community Primary School	75	75	26	
5200	Nun Monkton Primary School	4	4		
2060	Oakridge Community Primary School	8	8	6.5	
2331	Oatlands Infant School	75	75		
2083	Osmotherley Primary School	10	10		
2235	Pickering Community Infant School	75	75	26	
2222	Pickering Community Junior School	75	75		

3088	Pickhill Church of England Primary School	9	9		
3365	Rathmell Church of England (Voluntary Aided) Primary School	9	9		5
3090	Ravensworth Church of England Primary School	12	12		
2096	Reeth Community Primary School	8	8	13	
2410	Riccall Community Primary School	30	30		
3368	Richard Taylor Church of England Primary School	39	39		
3353	Richard Thornton's Church of England (Voluntary Aided) Primary School	15	15		
3092	Richmond Church of England Primary School	45	45	26	
3210	Richmond Methodist Primary School	45	45		
2411	Rillington Community Primary School	20	20		20
3261	Ripley Endowed (Church of England) School.	13	13		
3262	Ripon Cathedral Church of England Primary School	30	30	15	
2388	Ripon, Greystone Community Primary School	30	30	26	
3264	Roecliffe Church of England Primary School	14	14		
2097	Romanby Primary School	40	40		
2098	Rosedale Abbey Community Primary School	7	7		
2382	Rossett Acre Primary School	60	60		
3126	Ruswarp Church of England Voluntary Controlled Primary School	15	15		
3902	Sacred Heart RC Primary, Northallerton	15	15		
2425	Saltergate Infant School	60	60	26	
3099	Sand Hutton Church of England Voluntary Controlled Primary School	11	11		
3267	Saxton Church of England Voluntary Controlled Primary School	10	10		
2109	Scarborough, Barrowcliff Community Junior School	60	60		
2161	Scarborough, Braeburn Community Junior School	66	66		
2112	Scarborough, Braeburn Infant & Nursery School	70	70	52	
2114	Scarborough, Friarage Community Primary School	45*	45	26	
2120	Scarborough, Northstead Community Primary School	90	90		
2170	Scarborough, Overdale Community Primary School	30	30		
2350	Scotton Lingerfield Community Primary School	12	12		
2223	Seamer & Irton Community Primary School	60	60		
3268	Selby Abbey Church of England Voluntary Controlled Primary School	55	51		
2351	Selby Community Primary School	48	48	26	
2390	Selby, Barwic Parade Community Primary School	35	35	26	
2418	Selby, Longman's Hill Community Primary School	30	30		
3101	Sessay Church of England Voluntary Controlled Primary School	15	15		
3270	Settle Church of England Voluntary Controlled Primary School	30	30		
3160	Settrington All Saints' Church of England Voluntary Controlled Primary School	9	9		
3271	Sharow Church of England Primary School	9	9		
3161	Sherburn Church of England Voluntary Controlled Primary School	8	8		2
2421	Sherburn in Elmet, Athelstan Community Primary School	39	39	27	
2380	Sherburn in Elmet, Hungate Community Primary School	42	30	13	
2186	Sheriff Hutton Primary School	15	15		
2354	Sicklinghall Community Primary School	9	11		
2221	Sinnington Community Primary School	12	12		
3272	Skelton Newby Hall Church of England Primary School	6	6		
3274	Skipton Parish Church Church of England Voluntary Controlled Primary School	50	50		
2365	Skipton, Greatwood Community Primary School	30	30	17.5	
2355	Skipton, Ings Community Primary and Nursery School	12	12	6.5	
2356	Skipton, Water Street Community Primary School	30	30		
3035	Sleights Church of England Voluntary Controlled Primary School	15	15	6.5	
2132	Slingsby Community Primary School	7	7		

3108	Snainton Church of England Voluntary Controlled Primary School	10	10		
2133	Snape Community Primary School	7	7		
3109	South Kilvington Church of England Voluntary Controlled Primary School	10	10		
2357	South Milford Community Primary School	30	30		
3291	South Otterington Church of England Voluntary Controlled Primary School	20	20		
2183	Sowerby Community Primary School	45	45		
3110	Spennithorne Church of England Primary School	12	12		
3275	Spofforth Church of England (Controlled) Primary School	15	15	6.5	
3903	St John's CE Primary School, Knaresborough	50	50		
3600	St. Benedict's Roman Catholic Primary School, Ampleforth	15	15		
3225	St. Cuthbert's Church of England Primary School, Pateley Bridge	17	17	6.5	
3631	St. George's Roman Catholic Primary School, Scarborough	15	15	15	
3602	St. Hedda's Roman Catholic Primary School	7	7		
3005	St. Hilda's Ampleforth Church of England Voluntary Controlled Primary School	7	7		
3620	St. Hilda's Roman Catholic Primary School	15	15		
3370	St. Joseph's Catholic Primary School, Bishop Thornton	8	8		
3378	St. Joseph's Catholic Primary School, Harrogate	30	30		
3376	St. Joseph's Catholic Primary School, Tadcaster	10	10		
3610	St. Joseph's Roman Catholic Primary School, Pickering	15	15	13	
3326	St. Martin's Church of England Voluntary Aided Primary School, Scarborough	40	40		
3371	St. Mary's Catholic Primary School, Knaresborough	30	30		
3373	St. Mary's Catholic Primary School, Selby	30	30		
3609	St. Mary's Roman Catholic Primary School, Malton	15	15		
3614	St. Mary's Roman Catholic Primary School, Richmond	30	30		
3124	St. Nicholas Church of England Primary School, West Tanfield	10	10		
3304	St. Peter's Brafferton Church of England Voluntary Aided Primary School	13	13		
3615	St. Peter's Roman Catholic Primary School	30	30		
3377	St. Robert's Catholic Primary School, Harrogate	40	40		
3375	St. Stephen's Catholic Primary School, Skipton	25	25	13	
3372	St. Wilfrid's Catholic Primary School, Ripon	20	20	10	
2061	Staithe, Seton Community Primary School	15	15	6.5	
2358	Staveley Community Primary School	10	10		
2138	Stillington Primary School	12	12		
2139	Stokesley Community Primary School	63	63	39	
2335	Summerbridge Community Primary School	12	12		
3276	Sutton in Craven Church of England Voluntary Controlled Primary School	16	16		
2359	Sutton in Craven Community Primary School	25	30		
3113	Sutton on the Forest Church of England Voluntary Controlled Primary School	13	13		
3335	Swainby and Potto Church of England Voluntary Aided Primary School	12	12		
2392	Tadcaster East Community Primary School	28	28	13	
2427	Tadcaster, Riverside Community Primary School	56	56	26	
3331	Terrington Church of England Voluntary Aided Primary School	9	9		
3351	The Boyle & Petyt Primary School	8	8		
2237	Thirsk Community Primary School	42	42	26	
2118	Thomas Hinderwell Academy★	40	40	26	
3117	Thornton Dale Church of England Voluntary Controlled Primary School	26	26		
2360	Thornton in Craven Community Primary School	11	11		
3119	Thornton Watlass Church of England Primary School	7	7		
2381	Thorpe Willoughby Community Primary School	40	40		
3277	Threshfield School	17	17		
3278	Tockwith Church of England Voluntary Controlled Primary School	30	30		

3120	Topcliffe Church of England Voluntary Controlled Primary School	16	16		
3122	Warthill Church of England Voluntary Controlled Primary School	6	6		
3163	Weaverthorpe Church of England Voluntary Controlled Primary School	9	9	6.5	
2151	Welburn Community Primary School	12	12		
3016	West Burton Church of England Primary School	7	7		
2197	West Cliff Primary School	30	30		
3165	West Heslerton Church of England Voluntary Controlled Primary School	10	10		6.5
2333	Western Primary School	52	52	52	
2206	Wheatcroft Community Primary School	30	30		
2190	Whitby, Airy Hill Community Primary School	30	30		
2154	Whitby, East Whitby Community Primary School	45	45	26	
2217	Whitby, Stakesby Community Primary School	34	34	26	
2363	Whitley & Eggborough Community Primary School	40	40		
2364	Willow Tree Community Primary School, Harrogate	75	75	39	
3282	Wistow Parochial Church of England Voluntary Controlled Primary School	20	20		
2430	Woodfield Primary School	22	22		
3130	Wykeham Church of England Voluntary Controlled Primary School	10	10		

★This school is an Academy

\*2114 Scarborough, Friarage CP PAN 2014/15 changed to 45 due to error was originally published as 60.

Appendix 5

DfE number [815-]	School	Published Admission Number 2014/15	Sixth Form Limit 2014/15	Proposed Published Admission Number 2015/16	Proposed 6th form limit 2015/16
4208	Aireville School	167		167	
4074	Allertonshire School	315		315	
4232	Barlby High School	165		165	
4052	Bedale High School	187		187	
4221	Boroughbridge High School	128	15	128	15
4224	Brayton High School	241		241	
4059	Caedmon School	184		184	
4005	Easingwold School	210	75	210	75
4608	Ermysted's Grammar School	112	20	112	20
4041	Eskdale School	146		146	
4150	Filey School, A Technology College	110		120	
4069	George Pindar School	175		175	
4070	Graham School Science College	320		320	
4200	Harrogate Grammar School★	256	80	260	80
4219	Harrogate High School★	257	10		
4610	Holy Family RC High School	92		92	
4202	King James's School	253	35	253	35
4054	Lady Lumley's School	183	30	183	30
4077	Malton School	112	80	112	80
4223	Nidderdale High School & Community College	94		94	
4503	Northallerton College	347	65	347	65
4152	Norton College★	145	120	145	120
4076	Richmond School	250	80	250	80
4215	Ripon Grammar School	117 inc 14 boarders	30	117 inc 14 boarders	30
4203	Ripon Outwood Academy★	135	15		
4004	Risedale Sports and Community College	180		180	
4217	Rossett School★	235	15	235	15
4022	Ryedale School	124		118	
4073	Scalby School	192		192	
4225	Selby High School	237		237	
4205	Settle College	168	5	168	5
4216	Sherburn High School Specialist Science College	197	0	197	0
4518	Skipton Girls' High School★	112	0		
4210	South Craven School★	270	42	270	42
4611	St Aidans Church of England High School★	226	100	226	100
4604	St Augustines Catholic School	96		96	
4605	St Francis Xavier School	90		90	
4609	St John Fisher Catholic High School	196	30	196	30
4047	Stokesley School	222	20	222	20
4211	Tadcaster Grammar School Business and Enterprise College	262	10	262	10
4075	The Wensleydale School	88	20	88	20
4035	Thirsk School & Sixth Form College	180	10	180	10
4206	Upper Wharfedale School - A Specialist Sports College	58		58	
4039	Whitby Community College	295	20	295	20
	★This school is an Academy				



## Admission Arrangements 2015/16

I am a

a Member of Governing Body

Name

Mrs Jo Jennngs

Name of School/Local Authority/Group/Town or Village of residence

Selby Abbey CE Primary School

Date

19 / 11 / 2013

Postcode

YO8 4QB

### Proposed Admission Arrangements for 2015/16 including the North Yorkshire Selection Scheme

I am / I am not in agreement with the proposed Admission Policy for 2015/16 for  
Community and Voluntary Controlled Schools

I am  I am not

If not in agreement please give reasons

I am / I am not in agreement with the proposed Nursery Admission Policy for  
Community and Voluntary Controlled Schools and nursery schools for 2015/16

I am  I am not

If not in agreement please give reasons





I am / I am not in agreement with the proposed North Yorkshire coordinated admissions schemes and application forms for 2015/16

I am  I am not

If not in agreement please give reasons

Are there any other points you would like to make regarding the proposed admission arrangements for 2015/16

Details about the NYCC selection scheme for Ripon Grammar School and Ermysted's Grammar School are set out within the co-ordinated admission scheme (Appendix 3). In line with paragraph 16(2) of The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements)(England)Regulations 2012 comments are not invited on these matters.

Under the provisions of the Freedom of Information Act 2000 responses to the consultation may be accessed by members of the public. Thank you for taking the time to read through this document and submitting your views.



## Published Admission Numbers for 2015/16

I am/I am not in agreement with the proposed Published Admission Numbers for 2015/16 for the school I represent, my child's school or the normal school serving the area where I live.

I am  I am not

If not in agreement please give reasons and suggested change

**School name**

Selby Abbey CE Primary School



## Admission Arrangements 2015/16

I am a

a Headteacher

Name

Andrew Taylor

Name of School/Local Authority/Group/Town or Village of residence

Upper Wharfedale and Kettlewell

Date

05 / 12 / 2013

Postcode

BB23 5BS

### Proposed Admission Arrangements for 2015/16 including the North Yorkshire Selection Scheme

I am / I am not in agreement with the proposed Admission Policy for 2015/16 for  
Community and Voluntary Controlled Schools

I am  I am not

If not in agreement please give reasons

I am / I am not in agreement with the proposed Nursery Admission Policy for  
Community and Voluntary Controlled Schools and nursery schools for 2015/16

I am  I am not

If not in agreement please give reasons



I am / I am not in agreement with the proposed North Yorkshire coordinated admissions schemes and application forms for 2015/16

I am  I am not

If not in agreement please give reasons

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I am  I am not

If not in agreement please give reasons and suggested change

School name



## Admission Arrangements 2015/16

I am a

a Headteacher

Name

Rachel Wells

Name of School/Local Authority/Group/Town or Village of residence

West Heslerton CE

Date

06 / 01 / 2014

Postcode

YO17 8RD

### Proposed Admission Arrangements for 2015/16 including the North Yorkshire Selection Scheme

I am / I am not in agreement with the proposed Admission Policy for 2015/16 for  
Community and Voluntary Controlled Schools

I am  I am not

If not in agreement please give reasons

I am / I am not in agreement with the proposed Nursery Admission Policy for  
Community and Voluntary Controlled Schools and nursery schools for 2015/16

I am  I am not

If not in agreement please give reasons



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If not in agreement please give reasons

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I am  I am not

If not in agreement please give reasons and suggested change

School name

