

2023/2024

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 2021 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 that 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 school year and applications for admission to age groups other than the normal year of entry.

North Yorkshire Local Authority (LA) will work with Community, Voluntary Controlled, Voluntary Aided, Foundation, Trust primary and secondary schools and Academies including Free Schools 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 LA 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 timetables 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 25 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 timetables for each admission process;

 The number of allocations made at each school in the previous school 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.

o-ordination

1. The scheme does not affect the duty of the governing bodies of Academies including Free Schools, Voluntary Aided, Foundation and Trust schools to determine their own admissions policies.

Co-ordination

1. We will receive information of children expressing preferences for our Community, Voluntary Controlled, Voluntary Aided, Foundation and Trust Schools and Academies including Free Schools from neighbouring LAs, which we will process as part of our co- ordinated arrangements along with those for North Yorkshire children.
2. Parents requesting literature on Voluntary Aided, Foundation, Trust schools or Academies including Free Schools or non-North Yorkshire schools will be referred to the appropriate school or admissions authority. Where non-North Yorkshire parents complete our form in error, we request that parents submit a further form through their home authority.
3. We will receive complete ranked lists of all preferences from North Yorkshire Voluntary Aided, Foundation, Trust schools and Academies including Free Schools 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 LAs which of their children can and cannot be offered places at any of our schools.
4. 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.
5. 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.
6. Supplementary Information Forms may need to be completed by parents applying for Voluntary Aided primary or secondary schools or Academies including Free Schools.

Admissions Co-ordination 2023/2024

The number of schools as at October 2021

**Secondary**

North Yorkshire’s co-ordinated admissions scheme applies to two Voluntary Aided Secondary Schools, 14 Community Secondary schools, 26 Academies, and one Free School UTC.

**Primary**

One Foundation Primary, 95 Academy, 24 Voluntary Aided Primary Schools, 180 Voluntary Controlled and Community Primary Schools and two Free Schools.

We co-ordinate with four 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%20) or [www.northyorks.gov.uk/secondaryadmissions.](http://www.northyorks.gov.uk/secondaryadmissions)

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

1. Parents can list up to five schools in order of preference. Parents should consider including their local/catchment school as one of their preferences because if we are unable to meet a higher preference and their local/catchment school is oversubscribed, we will give children a place at the nearest school with places available which may be some distance from their home.
2. If parents name a school other than their catchment area school, they will be responsible for transport under the terms of the Home to School Transport Policy.
3. Any Common Application Form for school places received after the closing date of 31 October 2022 for secondary schools and 15 January 2023 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.

Late Applications

1. Applications received on or after 1 March 2023 for secondary schools or 17 April 2023 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.
2. Any changes of address received after the closing date for applications will not be considered until after the respective national offer day.
3. Changes cannot be made, in respect of preferences, for secondary schools after the 18December 2022 and to primary applications after 19 February 2023. Any applications received after these dates will only be processed after the allocations dates of 1 March 2023 for secondary applications and 17 April 2023 for primary applications.
4. No places will be held in reserve for any school.

The Offer of a Place

1. We will contact all parents of North Yorkshire children on 1 March 2023 for Secondary Schools and on the 17 April 2023 for Primary, Infant and Junior Schools, notifying them of the single school place allocated to their child or children.
2. The place offered could be at one of our Community or Voluntary Controlled schools, Voluntary Aided, Foundation, Trust schools or Academies including Free Schools within North Yorkshire or a school in an area served by another LA.

Appeals

17. 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.

18. In such circumstances, the offer letter or email 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 LA we will inform the parents where the appeal forms can be located on the NYCC website.

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

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

21. Parents 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.

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

23. 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

24. A waiting list must be maintained for all oversubscribed Community, Voluntary Controlled, Voluntary Aided, Foundation, Trust Schools and Academies including Free Schools until at least 31 December 2023. Each child added will require the list to be ranked again in line with the published oversubscription criteria.

25. The LA requires the governing body of Voluntary Aided, Foundation, Trust Schools and Academies including Free Schools to update us when places become available unless the LA 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 LA.

26. Where places become available they will be allocated from the waiting list in accordance with the published oversubscription criteria. The school admissions team will offer the place to the child at the top of the waiting list. Parents will have five working days to reply before the place is offered to another child. If North Yorkshire Council, after using all advised contact details, is unable to contact a successful applicant to offer a place, the available place will be offered to the next child who qualifies for that place from the waiting list. The Authority will confirm, in writing, that your child has been removed from the waiting list. Should you wish for your child(ren) to be placed back on the waiting list you would need to notify the LA in writing. It is the applicant’s responsibility to keep the authority informed of updated contact and address details.

27. If you change address whilst your child is on a waiting list, you need to send evidence of your new address. If your new address affects your child’s position(s) on any waiting list(s), then they will be changed accordingly.

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 2023/2024

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. The parents of Year 6 children who will be Year 7 in September 2023 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 five preferences for admission to any Community, Voluntary Controlled, Voluntary Aided, Foundation, Trust schools and Academies including Free Schools within both North Yorkshire and neighbouring LA areas, 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, Academies including Free Schools 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. Applications for any other year group, apart from the normal year of entry (Year 7) will be dealt with as in-year applications.

34. Parents must return their applications by the closing date of 31 October 2022.

35. Parents will not be allowed to change their preferences after 31 October 2022 without a reason that is acceptable to the admission authority.

36. Parents who wish their children to attend independent schools will be encouraged to tell us. 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 school week (Monday to Friday). Confirmation and agreement in writing by both parents will be required.

39. The offer of a single school place will be made on 1 March 2023 and allocation emails will be sent on that date. For those who have completed a paper application or requested a letter, letters will be sent on that date by second-class post.

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 as soon as possible in writing advising the LA of the alternative provision that is being made. Without this information, the place will remain allocated.

42. The timetable for secondary school admissions is attached at Appendix 1 of this document - the Co-ordinated Admissions Arrangements, Secondary Transfer 2023/2024.

Selection

43. There are three selective grammar schools within North Yorkshire; a Voluntary Aided boys’ school, a mixed co-educational school and a girls’ school, which has Academy Trust status.

44. If a child is entered for selection testing, parents must make sure that they name the selective school they would like them to attend on the common application form.

**Skipton Selection**

45. Ermysted’s Grammar School is a selective grammar school that offers education to boys aged 11 to 18 who are deemed suitable for a grammar school education in accordance with their selection scheme. Further information about the tests can be obtained direct from the school

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

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 LA applies the published co-ordinated admissions arrangements on behalf of these schools.

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

**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 LA selection scheme. The LA administers both the published selection scheme and the allocation of school places at Ripon Grammar School, as it is a community school. The LA will apply the 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 be invited to sit the selection tests. Parents will be required to return a reply slip to confirm if they wish their child to sit the test.

**Ripon 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. This procedure sets the cut-off mark in the selective area and sets the standard, which children in Ripon must reach, to be deemed suitable for a grammar school education.

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 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 reach the cut-off mark in the selection tests 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 LA ensures that parents are aware that meeting the academic requirements for entry to Ripon Grammar School is not, in itself, a guarantee of a Grammar School place.

57. If a child is refused a place at the school on 1 March 2023, parents will be offered their statutory right of appeal for a place at the school.

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

59. The LA 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 2023/24**

60. Selection testing will take place in September 2022 and the results of selection testing will be sent out to parents on 14 October 2022.

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

Primary Transfer Scheme 2023/2024

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 within both North Yorkshire and neighbouring LA areas, giving reasons for their preferences where appropriate.

Primary Transfer Scheme 2023/2024

63. Parents without internet access will be able to contact the LA 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 or Academy including Free Schools as a preference the school may request supplementary information in order for them to apply their oversubscription criteria.

65. Parents must return the common application forms by the deadline of 15 January 2023.

66. Parents will not be allowed to change their preferences after 15 January 2023 without a reason that is acceptable to the admission authority.

67. Parents who wish their children to attend an independent school will be encouraged to tell us. 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 school week (Monday to Friday). Confirmation and agreement in writing from both parents will be required.

70. For primary school applications, all offers must be made on the 17 April 2023.

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

72. The timetable for primary school admissions is attached at Appendix 2 of this document - Co-ordinated Admissions Arrangements, Primary Transfer 2023/24.

Appendix 1

*North Yorkshire Local Authority Secondary, Community, Voluntary Controlled, Aided, Foundation, Trust Schools and Academies Timetable 2023/2024*

|  |  |
| --- | --- |
| Date | Activity |
| **26 June 2022** | Closing date for **applications** to sit the selection tests for children who are not automatically entered for selection.  Closing date for **withdrawal** of children who are automatically entered for selection testing. |
| **September 2022** | Year 6 letter from the LA sent via child’s primary school regarding the secondary application process. Parents without internet access to contact the LA for information. |
| **12 September 2022** | Application round to apply for a secondary school place will open. |
| **September 2022 TBC** | Selection test dates for Ripon Grammar School for entry in September 2023 |
| **14 October 2022** | Parents notified of selection test results |
| **31 October 2022** | Closing date for return of secondary Common Application Forms. |
| **18 November 2022** | Neighbouring LAs to send us details of children in their area who have expressed preferences for schools in North Yorkshire. We send details of children expressing preferences for schools in other LA areas to those  Authorities for consideration. |
| **14 November 2022** | Details of all children who have expressed preferences for North Yorkshire  Academies, Voluntary Aided, Foundation and Trust schools sent to the schools for consideration. |
| **18 December 2022** | Final day for receipt of a change of preference to applications |
| **9 January 2023** | Information to be returned to us by Voluntary Aided, Foundation and Trust schools on which places they can allocate. |
| **20 January 2023** | First round of allocation information sent to other authorities identifying potential offer(s). |
| **27 January 2023** | Confirmation of allocations with neighbouring admission authorities including  Academies, Voluntary Aided, Foundation and Trust schools. |
| **27 January 2023** | Input information from first cycle of exchange of allocation information. |
| **13 February 2023** | Second round of allocation information sent to other authorities. |
| **17 February 2023** | Input allocation information from second cycle and send final allocation information to other authorities of school place offers to be made. |
| **20 February 2023** | Input final allocation preference information and produce final allocation letters. |
| **1 March 2023** | National offer day. Send out allocation information to all parents applying for a school place. Inform schools of final allocation. |
| **15 March 2023 to 31**  **August 2023** | Manual adjustments to allocation and communicating those results to other authorities. |
| **April 2023 to July 2023** | Statutory admission appeals. These dates may vary. |
| **31 December 2023** | Closure of waiting lists for all community and voluntary controlled schools. For information regarding own admission authority schools please contact the schools direct. |

Appendix 2

*North Yorkshire Local Authority*

*Primary for Aided, Community, Voluntary Controlled and*

*Foundation Schools and Academies Timetable 2023/2024*

|  |  |
| --- | --- |
| Date | Activity |
| 12 September 2022 | Information for parents available on the NYCC website for North Yorkshire parents. Parents without internet access to contact the LA for information. |
| 12 October 2022 | Application round to apply for a primary school place will open |
| 15 January 2023 | Closing date for the return of Common Application Forms. |
| 24 January 2023 | Neighbouring LAs to send us details of children in their area who have expressed preferences for schools in North Yorkshire (depending on their timetables). We send details of children expressing preferences for schools in other LA areas to those authorities for consideration. |
| 02 February 2023 | The LA send out details of all children who have expressed preferences for North Yorkshire Voluntary Aided, Academy, and Trust schools to the schools for consideration. |
| 19 February 2023 | Final day for receipt of a change of preference to an application |
| 28 February 2023 | Information to be returned to us by Voluntary Aided, Academy and  Trust schools on which places they can allocate. |
| 10 March 2023 | Send first round of allocation information to other authorities identifying potential offer(s). |
| 17 March 2023 | Input information from first cycle of exchange of allocation information. |
| 24 March 2023 | Send second allocation cycle information to other authorities |
| 31 March 2023 | Input preference information from second cycle and send final allocation information to other authorities. |
| 17 April 2023 | National offer day. Send out allocation information to all North  Yorkshire parents. Inform schools of final allocations. |
| 02 May 2023 to 31  August 2023 | Manual adjustments to allocation and communicating those results to other authorities. |
| June 2023 to July 2023 | Statutory admission appeals. These dates may vary |
| 31 December 2023 | Closure of waiting lists for all community and voluntary controlled schools. For information regarding own admission authority schools please contact the schools direct. |

**Primary Academy, Free Schools and Foundation Schools**

|  |  |
| --- | --- |
| **Ainderby Steeple CE Primary**  Station Lane, Morton on Swale, Northallerton  DL7 9QR  01609 773519 | **Airy Hill Primary School**  Waterstead Lane, WHITBY, YO21 1PZ  01947 602688 |
| **All Saints Catholic**  Green Lane, Thirsk, YO7 1NB  01845 523058 | **All Saints C of E Primary School**  KIRKBY OVERBLOW, Harrogate, HG3 1HD  01423 872491 |
| **Appleton Roebuck Primary School**  Main Street, APPLETON ROEBUCK, York  YO23 7DN  01904 501906 | **Askwith Community Primary School** ASKWITH, Otley LS21 2HX  01943 462896 |
| **Aspin Park Academy**  Wetherby Road, KNARESBOROUGH HG5 8LQ  01423 863920 | **Baldersby St James CE Primary School**  BALDERSBY ST JAMES, Thirsk  YO7 4PT  01765 640277 |
| **Barton CE Primary School**  Silver Street BARTON Richmond DL10 6LJ  01325 377246 | **Braeburn Primary & Nursery Academy**  Eastfield, SCARBOROUGH YO11 3LG  01723 582616 |
| **Brayton CE Primary School**  Brayton Lane, Brayton, Selby, YO8 9DZ  01757 704308 | **Brotherton & Byram CP Academy**  Low Street, BROTHERTON, Knottingley, West Yorkshire WF11 9HQ  01977 672676 |
| **Camblesforth CP Academy**  Mill Lane, CAMBLESFORTH Selby  YO8 8HW  01757 618249 | **Cambrai Primary School**  Catterick Road, CATTERICK GARRISON  DL9 4QP  01325 376719 |
| **Carlton Miniott Primary Academy**  CARLTON MINIOTT, Thirsk, YO7 4NJ  01845 522088 | **Carlton Primary School,**  Townend Avenue, Carlton, GOOLE  DN14 9NR  01405 860736 |
| **Carnagill Primary School**  Leadmill Estate, Catterick Garrison DL9 3HN  01748 833622 | **Castleton Primary School**  38 High Street, CASTLETON, Whitby  YO21 2DA  01287 660496 |
| **Coppice Valley Primary School**  Knapping Hill, HARROGATE, HG1 2DN  01423 563760 | **Croft Church of England Primary School**  South Parade, CROFT-ON-TEES, Darlington  DL2 2SP  01325 720528 |
| **East Cowton CE Primary School**  EAST COWTON, Northallerton DL7 0BD  01325 378347 | **East Whitby Primary Academy**  Stainsacre Lane, WHITBY YO22 4HU  01947 895369 |
| **Escrick CE Primary School**  Carr Lane, Escrick, York YO19 6JQ  01904 728570 | **Ebor Filey CE Infant & Nursery Academy**  Padbury Avenue, FILEY YO14 0BA  01723 513077 |
| **Forest of Galtres**  **Anglican/Methodist Primary School**  Station Lane, SHIPTON BY BENINGBROUGH, York YO30 1AG  01904 470272 | **Friarage Community Primary**  Longwestgate, Scarborough YO11 1QB  01723 374244 |
| **Glaisdale Primary School**  GLAISDALE, Whitby, YO21 2PZ  01947 897218 | **Great Smeaton Academy Primary School,**  GREAT SMEATON, Northallerton DL6 2EQ  01609 881349 |
| **Greatwood Primary School**  Pinhaw Road, Skipton, BD23 2SJ  01756 793609 | **Hampsthwaite CE Primary**  Church Lane, HAMPSTHWAITE, Harrogate  HG3 2EZ 01423 771336 |
| **Hawes Primary School,**  Town Head, HAWES DL8 3RQ  01969 667308 | **Harrogate Bilton Grange CP School**  Bilton Lane, HARROGATE HG1 3BA  01423 502375 |
| **Helmsley Community Primary School,**  Carlton Lane, HELMSLEY,  YO62 5HB  01439 770783 | **Hookstone Chase Primary School**  Hookstone Chase, HARROGATE HG2 7DJ  01423 886026 |
| **Keeble Gateway Academy**  SOWERBY, Thirsk, YO7 3HF  01845 448227 | **Kellington Primary School**  Roall Lane, KELLINGTON, Goole  DN14 0NY  01977 661127 |
| **Kirk Fenton CE Primary School**  Main Street, CHURCH FENTON Tadcaster  LS24 9RF  01937 557228 | **Kirkby Fleetham CE Primary School**  Forge Lane, KIRKBY FLEETHAM, Northallerton  DL7 0SA  01609 748431 |
| **Kirkbymoorside Community Primary School,**  Westfields, KIRKBYMOORSIDE,  YO62 6AG  01751 431517 | **Knaresborough St Johns**  Stockwell Road, KNARESBOROUGH HG5 0JN  01423 863265 |
| **Knayton Church of England Academy**  Stockton Road, KNAYTON, Thirsk YO7 4AN  01845 537291 | **Lealholm Primary School**  LEALHOLM, Whitby,YO21 2AQ  01947 897401 |
| **Leyburn Primary School**  Wensleydale Avenue, LEYBURN DL8 5SD  01969 623187 | **Lothersdale Primary School**  Lothersdale, Keighley, West Yorkshire, BD20 8HB  01535 632510 |
| **Marton cum Grafton CE**  Reas Lane, Marton Cum Grafton, Boroughbridge, York YO51 9QB  01423 322355 | **Meadowside Primary Academy**  Halfpenny Lane, KNARESBOROUGH HG5 0SL  01423 866207 |
| **Monk Fryston CE Primary School**  Chestnut Green, Monk Fryston LEEDS  LS25 5PN  01977 682388 | **New Park Primary Academy**  Skipton Road, HARROGATE HG1 3HF  01423 503011 |
| **Newby and Scalby Primary School**  The Green, Newby, SCARBOROUGH YO12 5JA  01723 365686 | **North Rigton CE Primary School**  Hall Green Lane, North Rigton, LEEDS  LS17 0DW  01423 734540 |
| **Oatlands Infant School**  Hookstone Road HARROGATE HG2 8BT  01423 871036 | **Oatlands Community Junior School**  Beechwood Grove, HARROGATE HG2 8QP  01423 872827 |
| **Outwood Primary Academy Greystone**  Quarry Moor Lane, RIPON HG4 1RW  01765 603481 | **Outwood Primary Academy Alne**  Main Street, Alne, YORK  YO61 1RT  01347 838427 |
| **Pannal Primary School**  Pannal Green Pannal, HARROGATE HG3 1LH  01423 872407 | **Ravensworth CE Primary School**  Ravensworth RICHMOND DL11 7ET  01325 718375 |
| **Richard Taylor CE Primary School**  Bilton Lane, HARROGATE HG1 3DT  01423 886026 | **Rillington Primary School**  High Street, Rillington, Malton YO17 8LA  01944 758402 |
| **Riverside School, Tadcaster**  Wetherby Road, TADCASTER LS24 9JN  01937 832899 | **Roseberry Academy**  Roseberry Crescent, Great Ayton, MIDDLESBROUGH TS9 6EP  01642 722883 |
| **Rossett Acre Primary School**  Pannal Ash Road, HARROGATE HG2 9PH  01423 561579 | **Sacred Heart Catholic Primary School - a Catholic voluntary academy**  Broomfield Avenue, NORTHALLERTON  DL7 8UL  01609 780971 |
| **Saxton CE Primary School**  Dam Lane, Saxton, TADCASTER LS24 9QF  01937 557396 | **Selby Community Primary School**  Flaxley Road, SELBY YO8 4DL  01757 702464 |
| **Sherburn Hungate Primary School**  North Crescent, Sherburn-in-Elmet, LEEDS  LS25 6DD  01977 682434 | **Sinnington Community Primary School**  Friars Hill, Sinnington, YORK  YO62 6SL  01751 431725 |
| **Skipton Parish Church of England Primary School,**  Brougham Street, SKIPTON  BD23 2ES  01756 793314 | **South Milford Primary School**  Sand Lane, South Milford, LEEDS  LS25 5AU  01977 682359 |
| **South Otterington Church of England**  **Primary School**  South Otterington, NORTHALLERTON DL7 9HD  01609 776273 | **Sowerby Primary Academy**  Topcliffe Road, THIRSK YO7 1RX  01845 523037 |
| **St Benedict's Catholic Primary School - a Catholic voluntary academy**  Back Lane, AMPLEFORTH, York YO62 4DE  01439 788340 | **St George's Catholic Primary School - a Catholic voluntary academy**  Overdale, EASTFIELD, Scarborough  YO11 3RE  01723 583535 |
| **St Hedda's Catholic Primary School, a Catholic Voluntary Academy**  Egton Bridge, Whitby YO21 1UX  01947 895361 | **St Joseph's Catholic Primary School, Harrogate, A Voluntary Academy**  Coppice Rise, HARROGATE HG1 2DP  01423 562650 |
| **St Joseph's Catholic Primary School - a Catholic Voluntary Academy**  Swainsea Lane, PICKERING, YO18 8AR  01751 473102 | **St Mary’s Catholic Primary, A Voluntary Academy,**  Baffam Lane, SELBY, YO8 9AX  01757 706616 |
| **St Mary's Primary School Knaresborough, A Voluntary Catholic Academy**  Tentergate Road, KNARESBOROUGH  HG5 9BG  01423 864631 | **St Mary's Catholic Primary School - a Catholic Voluntary Academy**  Highfield Road, MALTON, YO17 7DB  01653 692274 |
| **St Mary's Catholic Primary School - a Catholic Voluntary Academy**  Cross Lanes, RICHMOND, Dl10 7DZ  01748 822365 | **St Peter’s Church of England Primary School**  Belford Road, HARROGATE HG1 1JA  01423 569684 |
| **St Peter's Catholic Primary School - a Catholic Voluntary Academy**  North Leas Avenue, SCARBOROUGH  YO12 6LX  01723 372720 | **St Robert's Catholic Primary School, A Voluntary Academy,**  Ainsty Road, HARROGATE,  HG1 4AP  01423 504730 |
| **St Stephen's Catholic Primary School and Nursery, A Voluntary Academy**  Gargrave Road, SKIPTON BD23 1PJ  01756 668395 | **Stakesby Primary Academy**  Byland Road, WHITBY YO21 1HY  01947 820231 |
| **Starbeck Primary Academy**  High Street, Starbeck, HARROGATE  HG2 7LL  01423 884780 | **Staynor Hall Primary Academy**  Staynor Link, SELBY YO8 8GE  01757 681334 |
| **Stokesley Primary School**  No. 5 Springfield, Stokesley, MIDDLESBROUGH TS9 5EW  Tel No: 01642 711071 | **Tadcaster Primary Academy**  Grange Avenue, TADCASTER  LS24 8AN  Tel No: 01937 833795 |
| **Thomas Hinderwell Primary Academy**  Seamer Road**,** SCARBOROUGH YO12 4HF  Tel No: 01723 373110 | **Thornton Dale CE Primary School**  Castle Close, Thornton Dale, Pickering  North Yorkshire YO18 7TW  01751 474345 |
| **Tockwith Church of England Primary Academy**  Southfield Lane, TOCKWITH, York  YO26 7RP  01423 358375 | **Topcliffe C of E Academy**  School Lane, Topcliffe THIRSK YO7 3RG  01845 577412 |
| **Trinity Academy Eppleby Forcett**  Eppleby, RICHMOND DL11 7AY  01325 718298 | **Trinity Academy Middleton Tyas**  Kneeton Lane, Middleton Tyas RICHMOND DL10 6SF  01325 377285 |
| **Trinity Academy Richmond**  Frances Road, RICHMOND DL10 4NF  01748 822104 | **West Cliff Primary School**  Church Square, WHITBY YO21 3EG  01947 602510 |
| **Western Primary School**  Cold Bath Road, HARROGATE HG2 0NA  01423 502737 | **Nun Monkton Primary Foundation**  **School**  The Green, Nun Monkton YORK YO26 8ER  Tel No: 01423 330313 |

**Primary Voluntary Aided Primary Schools**

|  |  |
| --- | --- |
| **Austwick C of E (VA) Primary School**  AUSTWICK, Lancaster LA2 8BN  015242 51366 | **Barkston Ash Catholic Primary School**  London Road, Barkston Ash, TADCASTER  LS24 9PS  01937 557373 |
| **St Mary’s C of E Primary School**  Bolton-on-Swale, Scorton RICHMOND  01748 818401 | **Burneston C of E (VA) Primary School**  BURNESTON, Bedale  01677 423183 |
| **Burnsall VA Primary School**  BURNSALL, Skipton BD23 6BP  01756 720273 | **Carleton Endowed School**  Carleton, SKIPTON BD23 3DE  01756 792910 |
| **Carlton and Faceby C of E VA Primary**  **School**  CARLTON-IN-CELEVELAND, Middlesbrough,  Cleveland TS9 7BB  01642 712340 | **Cawood C of E VA Primary School**  Broad Lane, CAWOOD, Selby YO8 3SQ  01757 268368 |
| **Dacre Braithwaite C of E Primary School**  SUMMERBRIDGE, Harrogate HG3 4AN  01423 780285 | **Egton C of E VA Primary School**  EGTON, Whitby YO21 1UT  01947 895369 |
| **Kirkby in Malhamdale United VA Primary**  **School**  KIRKBY MALHAM, Skipton  01729 830214 | **Kirkby & Great Broughton CofE VA Primary**  **School**  KIRKBY-IN-CLEVELAND, Middlesbrough  TS9 7AL  01642 714707 |
| **Long Preston Endowed VA Primary School**  School Lane, LONG PRESTON Skipton  BD23 4PN  01729 840377 | **Masham C of E VA Primary School**  1 Millgate, MASHAM Ripon HG4 4EG  01765 689200 |
| **Michael Syddall C of E (Aided) Primary**  **School**  Mowbray Road, CATTERICK VILLAGE, Richmond DL10 7LH  01748 818485 | **Middleham C of E Aided School**  Park Lane, MIDDLEHAM Leyburn DL8 4QX  01969 623592 |
| **Ripon Cathedral CE Primary School**  Priest Lane, RIPON HG4 1LT  01765 602355 | **St Joseph’s Catholic Primary School**  Station Road, TADCASTER LS24 9JG  01937 832344 |
| **St Martin’s C of E VA Primary School**  Holbeck Hill, SCARBOROUGH YO11 3BW  01723 360239 | **St Peter’s C of E VA Primary School**  BRAFFERTON, Helperby, York YO61 2PA  01423 360250 |
| **St Wilfrid’s Catholic Primary School**  Church lane, RIPON HG4 2ES  01765 603232 | **Terrington C of E VA Primary School**  TERRINGTON, York YO60 6NS  01653 6483340 |
| **The Boyle & Petyt Primary School**  Harrogate Road, BEAMSLEY Skipton  BD23 6HE  01756 710378 |  |

Voluntary Aided, Academies, and Free secondary schools are listed below:

**Academies / Free Secondary Schools:**

|  |  |
| --- | --- |
| **Barlby High School**  York Road, BARLBY, Selby YO8 5JP  01757 706161 | **Rodillian (Brayton) Academy**  Doncaster Road, BRAYTON Selby YO8 9QS  Tel No: 01757 707731 |
| **Ebor Academy Filey**  Muston Road, FILEY YO14 0HG  01723 512354 | **George Pindar School**  Eastfield, SCARBOROUGH YO11 3LX  01723 582194 |
| **Graham School**  Woodlands Drive, SCARBOROUGH YO12 6QW  01723 366451 | **Harrogate Grammar School**  Arthurs Avenue, HARROGATE HG2 0DZ  01423 531127 |
| **Harrogate High School**  Ainsty Road, HARROGATE HG1 4AP  01423 548800 | **Holy Family Catholic High School, A Voluntary Academy**  Longhedge Lane, Carlton, GOOLE  DN14 9NS  01405 860276 |
| **Lady Lumley's School**  Swainsea Lane, PICKERING  YO18 8NG  01751 472846 | **Northallerton School & Sixth Form College**  Grammar School Lane, NORTHALLERTON  DL6 1DD  01609 773340 |
| **Norton College**  Langton Road, NORTON Malton YO17 9PT  01653 693296 | **Outwood Academy Easingwold**  York Road, EASINGWOLD York  YO61 3EF  01347 821451 |
| **Outwood Academy Ripon**  Clotherholme Road, Ripon HG4 2DE  01765 604564 | **Richmond School**  Darlington Road, RICHMOND DL10 7BQ  01748 850111 |
| **Rossett School**  Green Lane, HARROGATE HG2 9JP  01757 707731 | **Ryedale School**  Gale Lane, Nawton, YORK  YO62 7SL  01439 771665 |
| **Scalby School**  Fieldstead Crescent, Newby, SCARBOROUGH YO12 6TH  01723 362301 | **Sherburn High School**  Garden Lane, SHERBURN-IN-ELMET, Leeds  LS25 6AS  01977 682442 |
| **Skipton Girls’ High School**  Gargrave Road, SKIPTON BD23 1QL  01756 707600 | **South Craven School**  Holme Lane, CROSSHILLS, Keighley BD20 7RL  01535 632861 |
| **St Aidan’s C of E High School**  Oatlands Drive, HARROGATE HG2 8JR  01423 885814 | **St Augustine's Catholic School - a Catholic Voluntary Academy**  Sandybed Lane, Stepney Hill, SCARBOROUGH  YO12 5LH  01723 363280 |
| **St Francis Xavier School - a Joint Catholic & Church of England Voluntary Academy**  Darlington Road, RICHMOND DL10 7DA  01748 823414 | **Stokesley School**  Station Road, STOKESLEY Middlesbrough  TS9 5AL  01642 710050 |
| **Tadcaster Grammar School**  Toulston, TADCASTER LS24 9NB  01937 833466 | **The Skipton Academy**  Gargrave Road, SKIPTON BD23 1UQ  01756 792965 |
| **Scarborough University Technical**  **College**  Ashburn Rise, SCARBOROUGH YO11 2JW  01723 821621 |  |
| **Voluntary Aided Secondary Schools:** |  |
| **Ermysted’s Grammar School**  Gargrave Road, SKIPTON BD23 1PL  01756 792186 | **St John Fisher Catholic High**  Hookstone Drive, HARROGATE HG2 8PT  01423 887254 |

**Neighbouring Local Authorities**

Our thirteen neighbouring admission authorities

|  |  |
| --- | --- |
| **Bradford**  Pupil Access Manager Education Bradford Future House  Bolling Road  BRADFORD BD4 7EB  01274 385604 | **Cumbria**  Corporate Director – Pupils  Services  5 Portland Square  CARLISLE CA1 1PU  01228 606877 |
| **Darlington**  Pupils’s Information Service  Town Hall, Feethams  DARLINGTON DL1 5QT  01325 380651 | **Doncaster**  Director of Education and Culture  Admissions and Pupil Services  The Council House College Road DONCASTER  DN1 3AD  01302 737204/727234 |
| **Durham**  School Admissions Education Offices County Hall DURHAM  DH1 5UJ  0191 383 3115 | **East Riding of Yorkshire**  Admissions Team  Pupils, Family & Adult Services  County Hall  BEVERLEY HU17 9BA  01482 392130/392131/392132 |
| **Lancashire**  Director of Education  PO Box 61  County Hall, PRESTON PR1 0LD  01772 254868 | **Leeds**  Admissions & Transport Team  Leeds Education  10th Floor West, Merrion House, LEEDS  LS2 8DT  0113 2475729 |
| **Middlesbrough**  Corporate Director, Families and  Learning Middlesbrough Council PO Box 69, First Floor Vancouver House  Gurney Street  MIDDLESBROUGH TS1 1 EL  01642 728092 | **Redcar and Cleveland**  School Admissions Redcar and Cleveland Borough Council,  Council Offices, PO Box 83,  Kirkleatham Street  REDCAR TS10 1YA  01642 444108 |
| **Stockton on Tees**  School Admissions  Stockton-on-Tees Borough Council  PO Box 228, Muncipal Buildings,  Church Road  STOCKTON ON TEES TS18 1XE  01642 526605 | **Wakefield**  School Admissions County Hall, WAKEFIELD  WF1 2QL  01924 305616/305617 |
| **City of York**  School Services  Children, Education and Communities City of York Council, West Offices Station Rise  YORK  01904 551554 |  |

CO-ORDINATED ADMISSION ARRANGEMENTS

PRIMARY & SECONDARY

IN-YEAR ADMISSIONS

2023/2024

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 or secondary school in the first year of entry. These applications become in-year if they are submitted on or after the first day of the first school term of the admission year.
2. There is no requirement for LAs to co-ordinate in-year applications in accordance with the School Admissions Code 2021.

The New Admissions Code 2021 confirms a parent can apply for a place for their child at any school, at any time. Local Authorities (LAs) are not required to co-ordinate in-year applications for schools for which they are not the admission authority. They may however, co-ordinate in-year applications for any or all own admission authority schools in their area, with the agreement of the relevant admission authorities.

LAs **must** publish information on their website by **31 August 2022** to explain how in-year applications can be made and how they will be dealt with from 1 September onwards in that year. This includes setting out which schools they will co-ordinate the applications for and which schools will manage their own in-year admissions. They must also set out contact details for any admission authority that manages its own in-year admissions.

To enable local authorities to do this, it confirms that own admission authority schools must inform the local authority by **1 August** whether they intend to be part of the local authority’s in-year co-ordination scheme for the following year 1 September to 31 August (where this is offered) or whether they will be managing their own in-year admissions. By the same date, schools that intend to be part of the local authority’s in-year co-ordination for the following academic year **must** also provide the local authority with all the information that the local authority is required to publish on its website, including application forms.

As part of the LA’s responsibilities, the School Admissions Code 2021 confirms that LAs **must**, on request, provide information to prospective parents about the places still available in all schools within their area. The Code confirms that for the LA to comply, the admission authorities for all schools in the area must provide the local authority with details of the number of places available at their schools whenever this information is requested, to assist a parent seeking a school place. Such details should be provided no later than two school days following receipt of a request from the LA.

Some schools may require parents to complete a Supplementary Information Form

(SIF) when applying for a school place.

3. In determining applications for school places outside the normal admissions round, whether in-year or at the start of a school year that 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.

With the exception of designated grammar schools, all maintained schools, and academies, including schools designated with a religious character, that have places available must offer a place to every child who has applied for one, without condition or the use of any oversubscription criteria, unless admitting the child would prejudice the efficient provision of education or use of resources (excluding the normal year of entry i.e. Reception, Year 3 and Year 7) . For example, admission authorities **must not** refuse to admit a child solely because:

a) they have applied later than other applicants;

b) they are not of the faith of the school in the case of a school designated with a religious character;

c) they have followed a different curriculum at their previous school; or

d) information has not been received from their previous school.

Where an admission authority is dealing with multiple in-year admissions and does not have sufficient places for every child who has applied for one, they must allocate places based on the oversubscription criteria in their determined admission arrangements only.

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 including Free Schools that have agreed to co-ordinate with North Yorkshire LA will be processed and if applicable offered by the LA.

The School Admissions Code 2021 is very clear on assisting parents and ensuring that the admissions process is quick and efficient. It confirms that Parents **must not** be refused the opportunity to make an application or be told that they can only be placed on a waiting list rather than make a formal application. Upon receipt of an in-year application, the admission authority, or the local authority if it is co-ordinating the admissions authority’s in-year admissions, should aim to notify the parents of the outcome of their application in writing within 10 school days, but they **must** be notified in writing within 15 school days. Where an application is refused, the admission authority **must** also set out the reason for refusal and information about the right to appeal.

Where an admission authority manages its own in-year admissions, it **must** also notify the local authority of every application and its outcome as soon as reasonably practicable, but should aim to do so within two school days. This is to allow the local authority to keep up to date figures on the availability of places in the area and to ensure they are aware of any children who may not have a school place.

|  |
| --- |
| In-Year Fair Access (IYFA) |

5. Each local authority must have a Fair Access Protocol to ensure that unplaced and vulnerable children and those who are having difficulty in securing a school place in-year, are allocated a school place as quickly as possible.

The Protocol must be consulted upon and developed in partnership with all

schools in its area. Once the Protocol has been agreed by the majority of schools

in its area, all admission authorities must participate in it.

Eligibility for the Fair Access Protocol does not limit a parent’s right to make an in-year application to any school for their child. Admission authorities must process these applications in accordance with their usual in-year admission procedures. They must not refuse to admit such children on the basis that they may be eligible to be placed via the Fair Access Protocol. The parent will continue to have the right of appeal for any place they have been refused, even if the child has been offered a school place via the Fair Access Protocol.

There is no duty for local authorities or admission authorities to comply with parental preference when allocating places through the Fair Access Protocol, but parents’ views should be taken into account.

6. Parents who do not wish to accept a place at a school offered to them must notify the admission authority in writing within 2 weeks of the offer being made.or a school place

7. North Yorkshire LA in-year preference forms must 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.

8. 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.

9. Where UK passport holders apply for a school place whilst living abroad, the application will be processed whilst they are still abroad up to 6 weeks in advance of the requested start date.

10. For non-UK passport holders applications will be processed on their arrival in the UK. A local authority should not refuse an application made from overseas (or from Scotland, Wales, Northern Ireland, the Isle of Man or the Channel Islands) because the applicant does not currently live in its area.

Parents moving or returning to England must have their application considered.

Local authorities can co-ordinate an application for a family moving or returning to England where the child will be living in the area when they start school.

If an application is made from another country, local authorities should consider the application as adequate proof of an intention to move or return to the area and include it within the co-ordinated process.

Admission authorities can decide what evidence they require from parents to show that they intend returning or moving to the area.

If a parent is unable to provide evidence of a return to the area before the new school year (or the start of the next term for in-year applications), then admission authorities could apply a catchment area policy or distance tie break using the current home address

11. For families of service personnel with a confirmed posting, or crown servants

returning from overseas, admission authorities **must**:

1. Allocate a place in advance of the family arriving in the area (as long as one is available), provided the application is accompanied by an official letter that declares a relocation date. Admission authorities **must not** refuse to process an application and **must not** refuse a place solely because the family do not yet have an intended address, or do not yet live in the area.
2. Use the address at which the child will live when applying their oversubscription criteria, as long as the parents provide some evidence of their intended address. Admissions authorities **must** use a Unit or quartering address as the child’s home address when considering the application against their oversubscription criteria, where a parent requests this.
3. Not reserve blocks of places for these children.
4. Ensure that arrangements in their area support the Government’s commitment to removing disadvantage for service children. Arrangements **must** be appropriate for the area and be described in the local authority’s composite prospectus.

12. When we receive an in-year preference form from a parent requesting any North Yorkshire school, we will liaise with all schools listed whilst still attempting to comply with the parent’s highest ranked preference of school if at all possible. We will advise which preference can be offered and will provide details of the appeals process if higher preferences cannot be met.

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 at least the 31 December 2023.

14. Voluntary Aided schools or Academies including Free Schools may require parents to complete a supplementary information form.

15. If parents name a school other than their catchment school, they will be responsible for transport.