



Admissions Policy

Date of Adoption by Governing Body: _____

Chair of Governor's Signature: _____

Date to be Reviewed: May 2017

This policy has been adopted from the Admissions Policy for City of York Council Community and Voluntary Controlled Secondary Schools

1. The City of York Council policy for allocating secondary school places is designed to be as fair as possible while ensuring that resources are used sensibly. Pupils will normally be admitted into the year group relevant to the pupil's age.
2. Under the secondary school admission arrangements the allocation of places is based on where the child/parent lives and the preferences of parent/carers. Information on applicant's home addresses and other admissions advice and information can be found in the Guide for Parents, available at www.york.gov.uk/guideforparents.
3. Any school's resources, such as teachers and classrooms, have to be used carefully to ensure the best possible standards for education and a safe environment. If no limit were set on the number of pupils that can go to a school each year these standards could not be maintained. Some schools will be oversubscribed – that is there are no available places, or have more applicants for a place than places available. If that is the case, priority is given to certain categories of pupil. The oversubscription criteria set out in paragraph 4 will be used to prioritise all applicants who have applied for a place at a school.
4. Pupil places are allocated according to the following criteria:
 - a) **First priority: Pupils currently looked after or previously looked after by a local authority** – this applies to all pupils who are in the care of a local authority; pupils who have previously been in the care of a local authority, who immediately after being looked after became subject to an adoption, residence, or special guardianship order; or pupils who are provided with accommodation by a local authority (see section 22 of the Children Act 1989);
 - b) **Second priority: Pupils who live within the catchment area normally served by the school** – catchment areas are designated by the City of York Local Authority and are made available to parents on the www.york.gov.uk website, in the Guide to School Catchment Areas, or from the School Services Team;
 - c) **Third priority: Pupils considered by the Local Authority to have exceptional social or medical needs which relate to the preferred school** – the Local Authority may consult with other medical/educational professionals for a further opinion as to whether a pupil should be allocated a place at an individual school due to a particular medical condition or social need;
 - d) **Fourth priority: Pupils with a sibling at the school at the time of admission** – siblings are defined as brothers or sisters living in the same house, as their primary place of residence, including half- and step-brothers or sisters;
 - e) **Fifth priority: Pupils who live closest to the school using the shortest safe walking route-** distances are measured by the Local Authority's GIS mapping system from the child's home address to the entrance of the school. The Local Authority reviews these routes periodically.

Important note: The admission of pupils with a statement of special educational needs is covered by different admission regulations. However, where a school is named in a pupil's statement of special educational needs, the LA and the school have a duty to admit the child and will therefore allocate a place at the named school.

5. Where there are fewer places than pupils in an oversubscription priority as above, places will be allocated to the pupil(s) who also fulfils the next highest priority. For example, for two pupils who are both catchment and thus the same (second) priority, the place would be allocated to the pupil who also fulfils the next highest priority, for example, who also has a sibling at the school (fourth priority) over a pupil living closer to the school (fifth priority).
6. In the unlikely case of identical distances under the fifth priority, the applications will be ordered randomly by the Authority's admissions software.
7. Applicants refused a place at a school have the right of appeal. Appeals are heard by an independent appeals panel and their decisions are legally binding. Applicants will only be able to appeal once for a place at a given school in any one school year, unless any significant new information is available which was not available at the original hearing.
8. Applications for a school place may be applications where the child is due to apply for a secondary school for the first time in the secondary 'admissions round', or applications where the child is already of secondary school age, and is requesting a change of school – an 'in-year' application. This may be for a number of reasons, including moving into, or across the Local Authority area.
9. If a school is oversubscribed, a waiting list will be held from when allocations have been made on the 1 March until 31 December of the current calendar year. A pupil's position on the list will be determined by the criteria set out in paragraph 4 and will reflect their current circumstances.
10. For 'in-year' applications for a school place, the Local Authority will match the preferences of parent/carers to the availability of places in the schools requested.
11. As the initial allocation of places has already taken place in the 'admissions round', there may be restricted availability of places at some schools. Places may not be available at a school for many reasons, including the year group or school having reached its maximum number of pupils, and current class organisation.
12. If places are not available at a preferred school, the Local Authority may allocate a place at a suitable alternative school within a reasonable distance. Moving into a catchment area of a school does not guarantee the allocation of a school place, as this school may have no places available.
13. No waiting lists are held for 'in-year' applications.
14. The Local Authority may allocate places under its Fair Access Protocol where the pupil is 'hard to place' due to their behaviour and/or attendance.