



**North Yorkshire**  
County Council

**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.

## Co-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.
2. 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.
3. 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.
4. 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.
5. 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.
6. 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.
7. 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) or [www.northyorks.gov.uk/secondaryadmissions](http://www.northyorks.gov.uk/secondaryadmissions).

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

8. 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.
9. 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.

## **Late Applications**

10. 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.
11. 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.
12. Any changes of address received after the closing date for applications will not be considered until after the respective national offer day.
13. Changes cannot be made, in respect of preferences, for secondary schools after the 18 December 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.

## The Offer of a Place

14. No places will be held in reserve for any school.
15. 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.
16. 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.
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.

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

Date	Activity
<b>26 June 2022</b>	Closing date for <b>applications</b> to sit the selection tests for children who are not automatically entered for selection. Closing date for <b>withdrawal</b> of children who are automatically entered for selection testing.
<b>September 2022</b>	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.
<b>12 September 2022</b>	Application round to apply for a secondary school place will open.
<b>September 2022 TBC</b>	Selection test dates for Ripon Grammar School for entry in September 2023
<b>14 October 2022</b>	Parents notified of selection test results
<b>31 October 2022</b>	Closing date for return of secondary Common Application Forms.
<b>18 November 2022</b>	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
<b>14 November 2022</b>	Details of all children who have expressed preferences for North Yorkshire Academies, Voluntary Aided, Foundation and Trust schools sent to the schools for consideration.
<b>18 December 2022</b>	Final day for receipt of a change of preference to applications
<b>9 January 2023</b>	Information to be returned to us by Voluntary Aided, Foundation and Trust schools on which places they can allocate.
<b>20 January 2023</b>	First round of allocation information sent to other authorities identifying potential offer(s).
<b>27 January 2023</b>	Confirmation of allocations with neighbouring admission authorities including
<b>27 January 2023</b>	Input information from first cycle of exchange of allocation information.
<b>13 February 2023</b>	Second round of allocation information sent to other authorities.
<b>17 February 2023</b>	Input allocation information from second cycle and send final allocation information to other authorities of school place offers to
<b>20 February 2023</b>	Input final allocation preference information and produce final allocation letters.
<b>1 March 2023</b>	National offer day. Send out allocation information to all parents applying for a school place. Inform schools of final allocation.
<b>15 March 2023 to 31 August 2023</b>	Manual adjustments to allocation and communicating those results to other authorities.
<b>April 2023 to July 2023</b>	Statutory admission appeals. These dates may vary.
<b>31 December 2023</b>	Closure of waiting lists for all community and voluntary controlled schools. For information regarding own admission authority schools please contact the schools direct.

## 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

<b>Ainderby Steeple CE Primary</b> Station Lane, Morton on Swale, Northallerton DL7 9QR 01609 773519	<b>Airy Hill Primary School</b> Waterstead Lane, WHITBY, YO21 1PZ 01947 602688
<b>All Saints Catholic</b> Green Lane, Thirsk, YO7 1NB 01845 523058	<b>All Saints C of E Primary School</b> KIRKBY OVERBLOW, Harrogate, HG3 1HD 01423 872491
<b>Appleton Roebuck Primary School</b> Main Street, APPLETON ROEBUCK, York YO23 7DN 01904 501906	<b>Askwith Community Primary School</b> ASKWITH, Otley LS21 2HX 01943 462896
<b>Aspin Park Academy</b> Wetherby Road, KNARESBOROUGH HG5 8LQ 01423 863920	<b>Baldersby St James CE Primary School</b> BALDERSBY ST JAMES, Thirsk YO7 4PT 01765 640277
<b>Barton CE Primary School</b> Silver Street BARTON Richmond DL10 6LJ 01325 377246	<b>Braeburn Primary &amp; Nursery Academy</b> Eastfield, SCARBOROUGH YO11 3LG 01723 582616
<b>Brayton CE Primary School</b> Brayton Lane, Brayton, Selby, YO8 9DZ 01757 704308	<b>Brotherton &amp; Byram CP Academy</b> Low Street, BROTHERTON, Knottingley, West Yorkshire WF11 9HQ 01977 672676
<b>Camblesforth CP Academy</b> Mill Lane, CAMBLESFORTH Selby YO8 8HW 01757 618249	<b>Cambrai Primary School</b> Catterick Road, CATTERICK GARRISON DL9 4QP 01325 376719
<b>Carlton Miniott Primary Academy</b> CARLTON MINIOTT, Thirsk, YO7 4NJ 01845 522088	<b>Carlton Primary School,</b> Townend Avenue, Carlton, GOOLE DN14 9NR 01405 860736
<b>Carnagill Primary School</b> Leadmill Estate, Catterick Garrison DL9 3HN 01748 833622	<b>Castleton Primary School</b> 38 High Street, CASTLETON, Whitby YO21 2DA 01287 660496

<b>Coppice Valley Primary School</b> Knapping Hill, HARROGATE, HG1 2DN 01423 563760	<b>Croft Church of England Primary School</b> South Parade, CROFT-ON-TEES, Darlington DL2 2SP 01325 720528
<b>East Cowton CE Primary School</b> EAST COWTON, Northallerton DL7 0BD 01325 378347	<b>East Whitby Primary Academy</b> Stainsacre Lane, WHITBY YO22 4HU 01947 895369
<b>Escrick CE Primary School</b> Carr Lane, Escrick, York YO19 6JQ 01904 728570	<b>Ebor Filey CE Infant &amp; Nursery Academy</b> Padbury Avenue, FILEY YO14 0BA 01723 513077
<b>Forest of Galtres Anglican/Methodist Primary School</b> Station Lane, SHIPTON BY BENINGBROUGH, York YO30 1AG 01904 470272	<b>Friarage Community Primary</b> Longwestgate, Scarborough YO11 1QB 01723 374244
<b>Glaisdale Primary School</b> GLAISDALE, Whitby, YO21 2PZ 01947 897218	<b>Great Smeaton Academy Primary School,</b> GREAT SMEATON, Northallerton DL6 2EQ 01609 881349
<b>Greatwood Primary School</b> Pinhaw Road, Skipton, BD23 2SJ 01756 793609	<b>Hampsthwaite CE Primary</b> Church Lane, HAMPSTHWAITE, Harrogate HG3 2EZ 01423 771336
<b>Hawes Primary School,</b> Town Head, HAWES DL8 3RQ 01969 667308	<b>Harrogate Bilton Grange CP School</b> Bilton Lane, HARROGATE HG1 3BA 01423 502375
<b>Helmsley Community Primary School,</b> Carlton Lane, HELMSLEY, YO62 5HB 01439 770783	<b>Hookstone Chase Primary School</b> Hookstone Chase, HARROGATE HG2 7DJ 01423 886026
<b>Keeble Gateway Academy</b> SOWERBY, Thirsk, YO7 3HF 01845 448227	<b>Kellington Primary School</b> Roall Lane, KELLINGTON, Goole DN14 0NY 01977 661127
<b>Kirk Fenton CE Primary School</b> Main Street, CHURCH FENTON Tadcaster LS24 9RF 01937 557228	<b>Kirkby Fleetham CE Primary School</b> Forge Lane, KIRKBY FLEETHAM, Northallerton DL7 0SA 01609 748431

<b>Kirkbymoorside Community Primary School,</b> Westfields, KIRKBYMOORSIDE, YO62 6AG 01751 431517	<b>Knaresborough St Johns</b> Stockwell Road, KNARESBOROUGH HG5 0JN 01423 863265
<b>Knayton Church of England Academy</b> Stockton Road, KNAYTON, Thirsk YO7 4AN 01845 537291	<b>Lealholm Primary School</b> LEALHOLM, Whitby, YO21 2AQ 01947 897401
<b>Leyburn Primary School</b> Wensleydale Avenue, LEYBURN DL8 5SD 01969 623187	<b>Lothersdale Primary School</b> Lothersdale, Keighley, West Yorkshire, BD20 8HB 01535 632510
<b>Marton cum Grafton CE</b> Reas Lane, Marton Cum Grafton, Boroughbridge, York YO51 9QB 01423 322355	<b>Meadowside Primary Academy</b> Halfpenny Lane, KNARESBOROUGH HG5 0SL 01423 866207
<b>Monk Fryston CE Primary School</b> Chestnut Green, Monk Fryston LEEDS LS25 5PN 01977 682388	<b>New Park Primary Academy</b> Skipton Road, HARROGATE HG1 3HF 01423 503011
<b>Newby and Scalby Primary School</b> The Green, Newby, SCARBOROUGH YO12 5JA 01723 365686	<b>North Rigton CE Primary School</b> Hall Green Lane, North Rigton, LEEDS LS17 0DW 01423 734540
<b>Oatlands Infant School</b> Hookstone Road HARROGATE HG2 8BT 01423 871036	<b>Oatlands Community Junior School</b> Beechwood Grove, HARROGATE HG2 8QP 01423 872827
<b>Outwood Primary Academy Greystone</b> Quarry Moor Lane, RIPON HG4 1RW 01765 603481	<b>Outwood Primary Academy Alne</b> Main Street, Alne, YORK YO61 1RT 01347 838427
<b>Pannal Primary School</b> Pannal Green Pannal, HARROGATE HG3 1LH 01423 872407	<b>Ravensworth CE Primary School</b> Ravensworth RICHMOND DL11 7ET 01325 718375
<b>Richard Taylor CE Primary School</b> Bilton Lane, HARROGATE HG1 3DT 01423 886026	<b>Rillington Primary School</b> High Street, Rillington, Malton YO17 8LA 01944 758402



<b>Riverside School, Tadcaster</b> Wetherby Road, TADCASTER LS24 9JN 01937 832899	<b>Roseberry Academy</b> Roseberry Crescent, Great Ayton, MIDDLESBROUGH TS9 6EP 01642 722883
<b>Rossett Acre Primary School</b> Pannal Ash Road, HARROGATE HG2 9PH 01423 561579	<b>Sacred Heart Catholic Primary School - a Catholic voluntary academy</b> Broomfield Avenue, NORTHALLERTON DL7 8UL 01609 780971
<b>Saxton CE Primary School</b> Dam Lane, Saxton, TADCASTER LS24 9QF 01937 557396	<b>Selby Community Primary School</b> Flaxley Road, SELBY YO8 4DL 01757 702464
<b>Sherburn Hungate Primary School</b> North Crescent, Sherburn-in-Elmet, LEEDS LS25 6DD 01977 682434	<b>Sinnington Community Primary School</b> Friars Hill, Sinnington, YORK YO62 6SL 01751 431725
<b>Skipton Parish Church of England Primary School,</b> Brougham Street, SKIPTON BD23 2ES 01756 793314	<b>South Milford Primary School</b> Sand Lane, South Milford, LEEDS LS25 5AU 01977 682359
<b>South Otterington Church of England Primary School</b> South Otterington, NORTHALLERTON DL7 9HD 01609 776273	<b>Sowerby Primary Academy</b> Topcliffe Road, THIRSK YO7 1RX 01845 523037
<b>St Benedict's Catholic Primary School - a Catholic voluntary academy</b> Back Lane, AMPLEFORTH, York YO62 4DE 01439 788340	<b>St George's Catholic Primary School - a Catholic voluntary academy</b> Overdale, EASTFIELD, Scarborough YO11 3RE 01723 583535
<b>St Hedda's Catholic Primary School, a Catholic Voluntary Academy</b> Egton Bridge, Whitby YO21 1UX 01947 895361	<b>St Joseph's Catholic Primary School, Harrogate, A Voluntary Academy</b> Coppice Rise, HARROGATE HG1 2DP 01423 562650
<b>St Joseph's Catholic Primary School - a Catholic Voluntary Academy</b> Swainsea Lane, PICKERING, YO18 8AR 01751 473102	<b>St Mary's Catholic Primary, A Voluntary Academy,</b> Baffam Lane, SELBY, YO8 9AX 01757 706616
<b>St Mary's Primary School Knaresborough, A Voluntary Catholic Academy</b> Tentergate Road, KNARESBOROUGH HG5 9BG 01423 864631	<b>St Mary's Catholic Primary School - a Catholic Voluntary Academy</b> Highfield Road, MALTON, YO17 7DB 01653 692274

<b>St Mary's Catholic Primary School - a Catholic Voluntary Academy</b> Cross Lanes, RICHMOND, DL10 7DZ 01748 822365	<b>St Peter's Church of England Primary School</b> Belford Road, HARROGATE HG1 1JA 01423 569684
<b>St Peter's Catholic Primary School - a Catholic Voluntary Academy</b> North Leas Avenue, SCARBOROUGH YO12 6LX 01723 372720	<b>St Robert's Catholic Primary School, A Voluntary Academy,</b> Ainsty Road, HARROGATE, HG1 4AP 01423 504730
<b>St Stephen's Catholic Primary School and Nursery, A Voluntary Academy</b> Gargrave Road, SKIPTON BD23 1PJ 01756 668395	<b>Stakesby Primary Academy</b> Byland Road, WHITBY YO21 1HY 01947 820231
<b>Starbeck Primary Academy</b> High Street, Starbeck, HARROGATE HG2 7LL 01423 884780	<b>Staynor Hall Primary Academy</b> Staynor Link, SELBY YO8 8GE 01757 681334
<b>Stokesley Primary School</b> No. 5 Springfield, Stokesley, MIDDLESBROUGH TS9 5EW Tel No: 01642 711071	<b>Tadcaster Primary Academy</b> Grange Avenue, TADCASTER LS24 8AN Tel No: 01937 833795
<b>Thomas Hinderwell Primary Academy</b> Seamer Road, SCARBOROUGH YO12 4HF Tel No: 01723 373110	<b>Thornton Dale CE Primary School</b> Castle Close, Thornton Dale, Pickering North Yorkshire YO18 7TW 01751 474345
<b>Tockwith Church of England Primary Academy</b> Southfield Lane, TOCKWITH, York YO26 7RP 01423 358375	<b>Topcliffe C of E Academy</b> School Lane, Topcliffe THIRSK YO7 3RG 01845 577412
<b>Trinity Academy Eppleby Forcett</b> Eppleby, RICHMOND DL11 7AY 01325 718298	<b>Trinity Academy Middleton Tyas</b> Kneeton Lane, Middleton Tyas RICHMOND DL10 6SF 01325 377285
<b>Trinity Academy Richmond</b> Frances Road, RICHMOND DL10 4NF 01748 822104	<b>West Cliff Primary School</b> Church Square, WHITBY YO21 3EG 01947 602510
<b>Western Primary School</b> Cold Bath Road, HARROGATE HG2 0NA 01423 502737	<b>Nun Monkton Primary Foundation School</b> The Green, Nun Monkton YORK YO26 8ER Tel No: 01423 330313

## Primary Voluntary Aided Primary Schools

<b>Austwick C of E (VA) Primary School</b> AUSTWICK, Lancaster LA2 8BN 015242 51366	<b>Barkston Ash Catholic Primary School</b> London Road, Barkston Ash, TADCASTER LS24 9PS
<b>St Mary's C of E Primary School</b> Bolton-on-Swale, Scorton RICHMOND 01748 818401	<b>Burneston C of E (VA) Primary School</b> BURNESTON, Bedale 01677 423183
<b>Burnsall VA Primary School</b> BURNSALL, Skipton BD23 6BP 01756 720273	<b>Carleton Endowed School</b> Carleton, SKIPTON BD23 3DE 01756 792910
<b>Carlton and Faceby C of E VA Primary School</b> CARLTON-IN-CELEVELAND, Middlesbrough, Cleveland TS9 7BB 01642 712340	<b>Cawood C of E VA Primary School</b> Broad Lane, CAWOOD, Selby YO8 3SQ 01757 268368
<b>Dacre Braithwaite C of E Primary School</b> SUMMERBRIDGE, Harrogate HG3 4AN 01423 780285	<b>Egton C of E VA Primary School</b> EGTON, Whitby YO21 1UT 01947 895369
<b>Kirkby in Malhamdale United VA Primary School</b> KIRKBY MALHAM, Skipton 01729 830214	<b>Kirkby &amp; Great Broughton CofE VA Primary School</b> KIRKBY-IN-CLEVELAND, Middlesbrough TS9 7AL 01642 714707
<b>Long Preston Endowed VA Primary School</b> School Lane, LONG PRESTON Skipton BD23 4PN 01729 840377	<b>Masham C of E VA Primary School</b> 1 Millgate, MASHAM Ripon HG4 4EG 01765 689200
<b>Michael Syddall C of E (Aided) Primary School</b> Mowbray Road, CATTERICK VILLAGE, Richmond DL10 7LH 01748 818485	<b>Middleham C of E Aided School</b> Park Lane, MIDDLEHAM Leyburn DL8 4QX 01969 623592
<b>Ripon Cathedral CE Primary School</b> Priest Lane, RIPON HG4 1LT 01765 602355	<b>St Joseph's Catholic Primary School</b> Station Road, TADCASTER LS24 9JG 01937 832344

<b>St Martin's C of E VA Primary School</b> Holbeck Hill, SCARBOROUGH YO11 3BW 01723 360239	<b>St Peter's C of E VA Primary School</b> BRAFFERTON, Helperby, York YO61 2PA 01423 360250
<b>St Wilfrid's Catholic Primary School</b> Church lane, RIPON HG4 2ES 01765 603232	<b>Terrington C of E VA Primary School</b> TERRINGTON, York YO60 6NS 01653 6483340
<b>The Boyle &amp; Petyt Primary School</b> Harrogate Road, BEAMSLEY Skipton BD23 6HE 01756 710378	

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

**Academies / Free Secondary Schools:**

<b>Barlby High School</b> York Road, BARLBY, Selby YO8 5JP 01757 706161	<b>Rodillian (Brayton) Academy</b> Doncaster Road, BRAYTON Selby YO8 9QS Tel No: 01757 707731
<b>Ebor Academy Filey</b> Muston Road, FILEY YO14 0HG 01723 512354	<b>George Pindar School</b> Eastfield, SCARBOROUGH YO11 3LX 01723 582194
<b>Graham School</b> Woodlands Drive, SCARBOROUGH YO12 6QW 01723 366451	<b>Harrogate Grammar School</b> Arthurs Avenue, HARROGATE HG2 0DZ 01423 531127
<b>Harrogate High School</b> Ainsty Road, HARROGATE HG1 4AP 01423 548800	<b>Holy Family Catholic High School, A Voluntary Academy</b> Longhedge Lane, Carlton, GOOLE DN14 9NS 01405 860276
<b>Lady Lumley's School</b> Swainsea Lane, PICKERING YO18 8NG 01751 472846	<b>Northallerton School &amp; Sixth Form College</b> Grammar School Lane, NORTHALLERTON DL6 1DD 01609 773340
<b>Norton College</b> Langton Road, NORTON Malton YO17 9PT 01653 693296	<b>Outwood Academy Easingwold</b> York Road, EASINGWOLD York YO61 3EF 01347 821451
<b>Outwood Academy Ripon</b> Clotherholme Road, Ripon HG4 2DE 01765 604564	<b>Richmond School</b> Darlington Road, RICHMOND DL10 7BQ 01748 850111
<b>Rossett School</b> Green Lane, HARROGATE HG2 9JP 01757 707731	<b>Ryedale School</b> Gale Lane, Nawton, YORK YO62 7SL 01439 771665
<b>Scalby School</b> Fieldstead Crescent, Newby, SCARBOROUGH YO12 6TH 01723 362301	<b>Sherburn High School</b> Garden Lane, SHERBURN-IN-ELMET, Leeds LS25 6AS 01977 682442

<b>Skipton Girls' High School</b> Gargrave Road, SKIPTON BD23 1QL 01756 707600	<b>South Craven School</b> Holme Lane, CROSSHILLS, Keighley BD20 7RL 01535 632861
<b>St Aidan's C of E High School</b> Oatlands Drive, HARROGATE HG2 8JR 01423 885814	<b>St Augustine's Catholic School - a Catholic Voluntary Academy</b> Sandybed Lane, Stepney Hill, SCARBOROUGH YO12 5LH
<b>St Francis Xavier School - a Joint Catholic &amp; Church of England Voluntary Academy</b> Darlington Road, RICHMOND DL10 7DA 01748 823414	<b>Stokesley School</b> Station Road, STOKESLEY Middlesbrough TS9 5AL 01642 710050
<b>Tadcaster Grammar School</b> Toulston, TADCASTER LS24 9NB 01937 833466	<b>The Skipton Academy</b> Gargrave Road, SKIPTON BD23 1UQ 01756 792965
<b>Scarborough University Technical College</b> Ashburn Rise, SCARBOROUGH YO11 2JW 01723 821621	

### **Voluntary Aided Secondary Schools:**

<b>Ermysted's Grammar School</b> Gargrave Road, SKIPTON BD23 1PL 01756 792186	<b>St John Fisher Catholic High</b> Hookstone Drive, HARROGATE HG2 8PT 01423 887254
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## Neighbouring Local Authorities

Our thirteen neighbouring admission authorities

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

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**:
  - a) Allocate a place in advance of the family arriving in the area (as long as one is available), provided the application is accompanied by an official letter that declares a relocation date. 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.
  - b) Use the address at which the child will live when applying their oversubscription criteria, as long as the parents provide some evidence of their intended address. Admissions authorities **must** use a Unit or quartering address as the child's home address when considering the application against their oversubscription criteria, where a parent requests this.
  - c) Not reserve blocks of places for these children.
  - d) 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.