

# **CO-ORDINATED ADMISSIONS SCHEME FOR PRIMARY SCHOOLS IN THE AREA OF METROPOLITAN BOROUGH OF CALDERDALE 2011**

## **1. Introduction**

- 1.1 This scheme has been prepared in accordance with:
- The School Standard and Framework Act 1998;
  - The School Admissions (Admission Arrangements) (England) Regulations 2008;
  - The School Admissions (Co-ordination of Admission Arrangements) (England) Regulations 2008; and
  - The School Admissions Code.
- 1.2 Each local authority is required to draw up a co-ordinated admissions scheme to be submitted to the Secretary of State for implementation for the September 2011 intake.
- 1.3 A co-ordinated admissions scheme seeks to ensure that every child living in a local authority area, who has applied in the normal admission round, receives only one offer of a school place.
- 1.4 A co-ordinated admissions scheme also seeks to ensure that a child living in a local authority area, who has applied for a school place in any other year group, receives only one offer of a school place.
- 1.5 It is a requirement for all preferences to be expressed on a common application form and that the offer of a place should be the responsibility of the “home” local authority.
- 1.6 Every local authority is required to exchange information with regard to the expression of a preference for a school outside of the local authority in which the pupil lives.
- 1.7 The School Admissions Code requires admission arrangements to be as simple as possible for parents to use and admission criteria to be clear, fair and objective.
- 1.8 This scheme has been produced following consultation and with the advice of the Calderdale Admission Forum. This scheme will be implemented from the academic year commencing September 2011.

## **2. Interpretation**

- 2.1 “The Local Authority” means The Borough Council of Calderdale acting in their capacity as Local Authority.
- 2.2 “The Local Authority area” means the area in respect of which The Borough Council of Calderdale is responsible for maintaining schools.
- 2.3 “Primary education” has the same meaning as in section 2(1) of the Education Act 1996.
- 2.4 “Secondary education” has the same meaning as in section 2(2) of the Education Act 1996.

- 2.5 "Primary school" has the same meaning as in section 5(1) of the Education Act 1996.
- 2.6 "Secondary school" has the same meaning as in section 5(2) of the Education Act 1996.
- 2.7 "School" means a community, foundation or voluntary school (but not a special school) which is maintained by the Local Authority.
- 2.8 "Admission authority" in relation to a community or voluntary controlled school means the Local Authority and, in relation to a foundation or voluntary aided school means the governing body of that school.
- 2.9 "The specified year" means the school year commencing at, or about the beginning of September 2011.
- 2.10 "Admission arrangements" means the arrangements for a particular school or schools which govern the procedures and decision making for the purpose of admitting pupils to the school.
- 2.11 "In Year Application (casual transfer)" means any application for a place within any year group received during the school year beginning September 2011.
- 2.12 "Eligible for a place" means that a child has been placed on a school's ranked list at such a point which falls within the school's published admission number.

### **3. The Scheme**

- 3.1 The scheme is determined following statutory consultation, in accordance with the provisions set out in Schedule 1 and processed in accordance with the timetable set out in Schedule 2.
- 3.2 The scheme shall apply to every maintained primary school in the Local Authority area (except special schools) and shall take effect in September 2011.
- 3.3 The Authority will fully co-ordinate admission arrangements with Bradford, Kirklees and Lancashire, however information will be exchanged with other local authorities where appropriate.

# **SCHEDULE 1**

## **THE SCHEME**

### **1. The Common Application Form**

- 1.1 There will be a standard form known as the Common Application Form. This will be used for the purpose of admitting pupils into the first year of primary education in the specified year.
- 1.2 There will also be a standard form known as the In Year Application Form. This will be used for the purpose of admitting pupils into any other year of primary education in the specified year.
- 1.3 The Common Application Form must be used as a means of expressing one or more preferences for the purposes of section 86 of the School Standards and Framework Act 1998, by parents resident in the Local Authority area wishing to express a preference for their child:
  - to be admitted to a school within the Local Authority area (including voluntary aided and foundation schools);
  - to be admitted to a school located in another local authority's area (including voluntary aided and foundation schools).

### **2. Expressing a preference**

- 2.1 The Common Application Form will:
  - invite parents to express three preferences by completing the form, including where relevant, any schools outside the Local Authority, in rank order of preference;
  - invite parents to give any reasons for their preferences;
  - specify the closing date for expressing their preferences and where it must be returned.

### **3. The Local Authority's responsibilities**

- 3.1 The Local Authority will ensure:
  - that an Admission to Primary School Booklet is available on request from the Local Authority and from all maintained primary schools in the Local Authority area. This material will be widely publicised;
  - that all preferences expressed on the Common Application Form are valid applications. The governing body of a foundation or voluntary aided school can request additional information on a supplementary form, where that school has been expressed as a preference. A supplementary form can only be requested where additional information is required for the governing body to apply their oversubscription criteria. Any supplementary forms should be returned to the relevant school. Any supplementary forms received by the Local Authority will be passed to the relevant school.
  - that where a school receives a supplementary form, it will not be regarded as a valid application unless the parent has also completed a Common

Application Form and the school has been expressed as a preference. Where supplementary forms are received directly by foundation or voluntary aided schools the school must inform the Local Authority immediately so it can verify whether a Common Application Form has been received. If not, the Local Authority will contact the parent and ask them to complete a Common Application Form. Parents will not be under any obligation to complete a school's supplementary form where this is not strictly required for the governing body to apply their oversubscription criteria.

#### **4. Processing of Common Application Form**

- 4.1 The closing date for applications is 15 January 2011. Completed Common Application Forms and any necessary supplementary forms must be returned by parents to the Local Authority via primary schools or direct to the Local Authority by this date.
- 4.2 Applications may be completed online. The closing date for online applications is also 15 January 2011.
- 4.3 The Local Authority will act as a clearing house for the relevant admission authorities of voluntary aided and foundation schools.
- 4.4 The Local Authority will make decisions with respect to the offer or refusal of a place where:
  - a child is eligible for a place at more than one school;
  - a child is ineligible for a place at any of the schools expressed as a preference.
- 4.5 Where a child is only eligible for a place at one of the preferred schools, that school will be offered.
- 4.6 Where a child is eligible for a place at two or more of the preferred schools, they will be allocated a place at whichever one is ranked highest.
- 4.7 Where a child is resident in the Local Authority and not eligible for any of the preferred schools, they will be allocated a place at the nearest suitable school with a vacancy.
- 4.8 The timetable for the process is as follows:
  - By 7 February 2011 the Local Authority will notify the admission authority for each voluntary aided and foundation school of every preference made for their school.
  - Where parents have preferenced a school outside the Local Authority area, the Local Authority will notify the relevant authority/authorities by 7 February 2011.
  - By 25 February 2011 the admission authority for each voluntary aided and foundation school will have considered all applications for their school, applied the school's oversubscription criteria and provided the Local Authority with a list of those applicants ranked according to the school's oversubscription criteria.
  - By 3 March 2011 the exchange of information with other local authorities in respect of provisional offers will have taken place.

- By 17 March 2011 the Local Authority will have notified other local authorities of the final places in Calderdale schools that will be offered to their residents.
- By 17 March 2011 the Local Authority will have considered all applications for Calderdale community and voluntary controlled schools and applied the relevant oversubscription criteria.
- By 17 March 2011 the Local Authority will have made decisions with regards to the offer or refusal of a place where:
  - a child is eligible for a place at two or more of the nominated schools;
  - a child is resident in the Local Authority and is not eligible for a place at any of the preferenced schools.
- On 4 April 2011 the Local Authority will inform parents of their allocation of a school place. The letter will give the following information:
  - the name of the school at which a place is offered and the deadline by which to accept the place;
  - the reason why the pupil is not being offered a place at each of the other schools preferenced on the Common Application Form;
  - information about their statutory right of appeal against the decisions to refuse places at the other preferred schools;
  - invite parents to contact the Local Authority if they wish to be considered for an alternative school place that might become available after 4 April 2011.
- Reallocation notification will take place on 2 May 2011.

## **5. Late Applications**

5.1 Late applications will be considered after all applications received by the closing date. However, in 'exceptional circumstances' it may be possible for an application received after the closing date to be considered as on time.

5.2 Exceptional circumstances are:

- where a single parent living alone with their child, has been ill for some time. The application must be supported by a doctor's note and evidence of being a single parent;
- where a house move over a distance of 3 miles (as determined by a straight line measurement) has been completed between 15 January 2011 and 15 February 2011. This applies to house moves into and within Calderdale. The application must be supported by appropriate evidence (for example a solicitor's letter confirming the completion of a house purchase or a copy of a rental agreement for a property located in Calderdale).

5.3 A house move of less than 3 miles will not be considered as exceptional circumstances.

5.4 Exceptional circumstances can only be taken into consideration where a Common Application Form has been received before 15 February 2011 and where accompanied by all supporting evidence and any supplementary forms.

- 5.5 A late preference for a non-Calderdale school can only be considered if the appropriate admission authority and relevant local authority determine that there is sufficient time to consider that preference.
- 5.6 Applications received between 4 April 2011 and 18 April 2011 will be processed along with any reallocation requests (section 6 refers), with notification of an offer being made on 2 May 2011.
- 5.7 Applications received after 18 April 2011 will be dealt with in order of date received.

## **6. Re-allocation Process**

- 6.1 Parents may ask for their child's name to be kept on a reallocation list for any places that may become available after 4 April 2011.
- 6.2 Where reallocation is requested at a higher preference school than has been allocated, the place offered can be retained.
- 6.3 Where reallocation is requested at a lower preference school than has been offered or a school which was not originally indicated on the application form, the higher preference school must be given up.
- 6.4 Where a school has been offered which was not originally preferred, parents can request reallocation to all preferred schools or a school which was not originally indicated on the application form.
- 6.5 Re-allocation lists for schools will be kept by the Local Authority for one week into the academic year commencing September 2011. Waiting lists will then be maintained by the appropriate admissions authority until at least the end of the Autumn Term of the academic year. For community and voluntary controlled primary schools, the waiting list will operate until the end of the academic year.

## **7. In Year Applications (casual transfers)**

- 7.1 For parents requesting a transfer of primary school, the 'In Year Application Form' must be used as a means of expressing one or more preferences (up to a maximum of three). This is applicable to parents/guardians resident in the Local Authority area wishing to express a preference for their child:
  - to be admitted to a school within the Local Authority area (including voluntary aided and foundation schools);
  - to be admitted to a school located in another local authority's area (including voluntary aided and foundation schools).
- 7.2 Applications from pupils within Calderdale
  - 7.2.1 A parent/guardian must complete an In Year Application Form to apply for a primary school place. This includes schools which are outside the borough of Calderdale. Three preferences may be expressed.
  - 7.2.2 For a transfer to a Calderdale school, a request will be made for a report from the Head Teacher of the pupil's current school.
  - 7.2.3 A report will also be requested from the Education Welfare Service where;
    - a pupil has previously been twice permanently excluded from school;  
or

- where the Admission Officer has assessed that such additional detail may assist with the transfer process.
  - 7.2.4 The In Year Application Form will be sent (together with any additional reports that have been obtained) to the Headteacher of the school requested.
  - 7.2.5 Parents/guardians will be informed of the outcome of the request, by the local authority.
  - 7.2.6 If a place cannot be offered at one of the preferred schools, the parent/guardian will be provided with information relating to their statutory right of appeal.
- 7.3 Applications from pupils outside Calderdale
- 7.3.1 To request a transfer to a Calderdale school, parent/guardian must approach their home local authority to apply. On receipt of an In Year Application Form, the home local authority will pass the relevant information to Calderdale Local Authority for consideration.
  - 7.3.2 Parents/guardians will be informed of the outcome of the request, by their home local authority.
  - 7.3.3 If a place cannot be offered at one of the preferred schools, the parent/guardian will be provided with information relating to their statutory right of appeal.
  - 7.3.4 Pupils in Receipt of a Statement of Special Educational Needs
    - A parent who wishes to transfer a pupil who is in receipt of a Statement of Special Educational Needs should not complete an In Year Application Form, but should send a request in writing to the Special Needs Manager at the Local Authority.
  - 7.3.5 Children in Public Care (“Looked After Children”)
    - In the case of looked after children requests for transfers should be made to the Service Manager, Looked After Children Education Service at the Local Authority.
- 7.4 Waiting lists
- Where an application for a place at a community or voluntary controlled primary school has been submitted and refused as a consequence of insufficient places, then a pupil’s name will be retained on a waiting list until the end of the academic year where this has been requested by the parent/guardian.
  - Where an application for a place at a foundation or voluntary aided primary school has been submitted and refused as a consequence of insufficient places, any request for a pupils name to be retained on a waiting list will be forwarded to the admission authority responsible for that school.
  - Waiting lists will be maintained in the order of that individual school’s published oversubscription criteria.

## SCHEDULE 2

### Timetable of Co-ordinated Scheme

22 November 2010	Admission to Primary School Booklet available for parents, including Common Application Form.
15 January 2011	<b>CLOSING DATE:</b> Common Application Form together with any supplementary forms (as required) to be returned to direct to the Local Authority or via primary schools. Last date for online applications to be made.
7 February 2011	Details of applications to be sent to all voluntary aided and foundation schools.
7 February 2011	Details of applications to be sent to other local authorities.
25 February 2011	List of applications in ranked order to be submitted to the Local Authority by voluntary aided and foundation schools.
3 March 2011	Exchange of information with other local authorities relating to provisional offers.
17 March 2011	The Local Authority will notify other local authorities of places in Calderdale schools that will be offered to their residents.
4 April 2011	<b>OFFER DAY:</b> Notification to parents. Primary schools notified of allocation of places.
18 April 2011	Last date for parents to request reallocation.
2 May 2011	Parents notified of the outcome of reallocation requests.