1. Introduction

1.1. This scheme has been prepared in accordance with:
   - The School Standards and Framework Act 1998;
   - The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012;
   - The School Admissions Code.

1.2. Each local authority is required to have in place a co-ordinated admissions scheme for all maintained schools within their area. This is applicable for the September 2017 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 one, and only one, offer of a school place on the same day.

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 of the local authority to enable the parent of a child in the area of the authority, to express a preference as to the school at which he/she wishes education to be provided. 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 advice taken from the Calderdale Admissions Forum. This scheme will be implemented from the academic year commencing September 2017.

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 an academy, 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. “Admission authority” in relation to a foundation or voluntary aided school means the governing body of that school. “Admission authority” in relation to an academy means the academy trust of that school.

2.9. “The specified year” means the school year commencing at, or about the beginning of September 2017.

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 2017.

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, where necessary, 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 and academy in the Local Authority area (except special schools) and shall take effect in September 2017.

3.3. The Authority will fully coordinate admission arrangements with Bradford, Kirklees, Lancashire and Rochdale. However, information will be exchanged with other local authorities where appropriate.
SCHEDULE 1

PRIMARY SCHOOL - THE SCHEME

1. **The Application**

1.1 There will be a standard application which will be used for the purpose of admitting pupils into the first year of primary education in the specified year.

1.2 The application 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 community, foundation, voluntary aided schools and academies);

- to be admitted to a school located in another local authority’s area (including community, voluntary aided, foundation schools and academies).

1.3 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 (for those pupils of statutory school age) in the specified year. This is specific to the schools in the Elland area, West Central Halifax and the majority of schools within North Halifax.

1.4 Applications for places at other primary schools in Calderdale should be made directly to the school in question.

2. **Expressing a Preference**

2.1 The application will:

- invite parents to express up to five preferences when submitting the application, 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 submitting their preferences and where any supplementary information forms must be returned.

3. **The Local Authority’s responsibilities**

3.1 The Local Authority will ensure:

- that admission to primary school information is available for parents, 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 application are valid applications. The governing body/academy trust of an academy 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/academy trust 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 submitted an online application and the school has been expressed as a preference. Parents will not be under any obligation to complete a school’s supplementary form where this is not strictly required for the governing body/academy trust to apply their oversubscription criteria.

4. **Processing of the Application**

4.1 The closing date for applications is 15 January 2017.

4.2 Applications and any supporting documents, where requested, must be returned by parents to the Local Authority by this date.

4.3 Supplementary forms, where applicable, must be submitted by parents to the relevant schools. This should be by 15 January 2017 unless otherwise specified.

4.4 The Local Authority will act as an agent for foundation and voluntary aided schools and academies.

4.5 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.

4.6 Where a child is only eligible for a place at one of the preferred schools, that school will be offered.

4.7 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.

4.8 Where a child is resident within the Local Authority and not eligible for any of the preferred schools, they will be allocated a place at the nearest school to the family home, with a vacancy (this will be within a 2 mile walking route wherever possible).

4.9 The timetable for the process is as follows.

- By 10 February 2017 the Local Authority will notify the admission authority for each voluntary aided and foundation school of every preference made for their school (including academies where relevant).
- By 10 February 2017 the Local Authority will notify other local authorities of any parental preferences for schools outside of Calderdale.
- By 28 February 2017 the admission authority for each voluntary aided and foundation school will have considered the applications under specific criteria or church affiliation and have provided the Local Authority with a list of applicants in ranked order (including academies where relevant).
- By 10 March 2017 the exchange of information with other local authorities in respect of provisional offers will have commenced.
By 21 March 2017 the Local Authority will have notified other local authorities of the final places in Calderdale schools that will be offered to their residents.

By 21 March 2017 the Local Authority will have considered all applications for Calderdale community and voluntary controlled schools and academies and applied the relevant oversubscription criteria.

By 21 March 2017 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 preferred schools;
- a child is resident in the Local Authority and is not eligible for a place at any of the preferred schools.

On 18 April 2017 the Local Authority will inform parents of their allocation of a school place. The offer information provided to parent will include:
- 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 preferred on the application;
- information about their statutory right of appeal against the decisions to refuse places at the other preferred schools;
- information on how to be considered for alternative school places that may become available after 18 April 2017. Reallocation notification will take place by 15 May 2017.

5. Details Taken Into Consideration and Changes in Circumstances

5.1 The only details taken into consideration will be those relevant to the application of this co-ordinated scheme plus an individual school’s published oversubscription criteria.

5.2 Children of service personnel and crown servants returning from overseas to live within Calderdale, will be allocated a school place in advance of their arrival. The application must be accompanied by an official letter declaring the relocation date and postal address. The allocation will be based upon the anticipated postal address.

5.3 The home address considered for allocation purposes will be the address at which the child is permanently resident on the closing date for submitting preferences (5.2 excepted) unless:
- a house move over a distance of 2 miles (as determined by a straight line measurement) has been completed between 15 January 2017 and 15 February 2017. 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 within Calderdale).

6. Late Applications
6.1 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.

6.2 Exceptional circumstances are:

6.2.1 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;

6.2.2 where a house move over a distance of 2 miles (as determined by a straight line measurement) has been completed between 15 January 2017 and 15 February 2017. 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 within Calderdale).

6.2.3 where a service family (or crown servants returning from overseas) has moved into the area after the closing date, the application will be treated as ‘on time’ wherever this is practicable to do so (section 5.2 refers).

6.3 A house move of less than 2 miles will not be considered as exceptional circumstances.

6.4 Exceptional circumstances can only be taken into consideration where an application form has been received before 15 February 2017 and where accompanied by all supporting evidence and any supplementary forms.

6.5 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.

6.6 Preferences cannot be amended after 15 January 2017, unless a house move over a distance of 2 miles (as determined by a straight line measurement) has been completed between 15 January 2017 and 15 February 2017. 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 within Calderdale).

6.7 Applications received between 18 April 2017 and 1 May 2017 will be processed along with any reallocation requests (section 7 refers), with notification of an offer being made by 15 May 2017.

6.8 Applications received after 1 May 2017 will be dealt with in order of date received, with an offer being made as soon as possible after 15 May 2017.

7. **Re-allocation Process**

7.1 Parents may ask for their child’s name to be kept on a reallocation (waiting) list for any places that may become available after 18 April 2017.

7.2 Where reallocation is requested at a higher preference school than has been allocated, the place offered can be retained.
7.3 Where reallocation is requested at a lower preference school than has been offered or a school which was not originally indicated on the application, the higher preference school must be given up.

7.4 Where a school has been offered which was not originally preferenced, parents can request reallocation to all preferred schools or a school which was not originally indicated on the application.

7.5 Reallocation lists for schools will be kept by the Local Authority until the beginning of the new academic year commencing September 2017. 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 primary schools where the Local Authority maintains the waiting lists, these will operate until the end of the academic year.

8. In Year Applications (casual transfers)

8.1 For parents requesting a primary school place within the Elland, West Central Halifax or North Halifax areas, an ‘In Year Application Form’ must be completed, expressing up to a maximum of five preferences.

8.2 This also applies to parents/guardians resident in Calderdale wishing to express a preference for their child to be admitted to a school located in another local authority area where coordination exists.

8.3 Applications for pupils resident within Calderdale

8.3.1 A parent/guardian must complete an In Year Application to apply for primary school places which are outside of Calderdale where the other local authority coordinates in year applications. Up to five preferences may be expressed.

8.3.2 A parent/guardian must complete an In Year Application Form to apply for a primary school place within the Elland area, West Central Halifax and the majority of the schools within North Halifax.

8.3.3 For a transfer to a Calderdale school in these areas, parent will be required to obtain information from the child’s current/previous school (Part B of the In Year Application form to be completed by the school).

8.3.4 A report will also be requested from the Education Welfare Service where the Admissions Officer has assessed that such additional detail may assist with the transfer process.

8.3.5 The In Year Application Form will be presented at the next meeting of the Behaviour and Attendance Collaborative (BAC). Meetings are held during term time only and each Calderdale primary school is represented where BAC’s operate.

8.3.6 Parents/guardians will be informed of the outcome of the request by the Local Authority.

8.3.7 If a place is refused at any of the schools preferred, the parent/guardian will be provided with information relating to their statutory right of appeal.

8.3.8 To apply for a place at any other primary school within Calderdale, where a collaborative does not exist, parent/guardian may apply directly to the school.
8.4 Applications for pupils resident outside of Calderdale

8.4.1 To request a transfer to a Calderdale school within the Elland, West Central Halifax and North Halifax areas, parent/guardian should approach their home local authority, where that authority coordinates in year applications. On receipt of an In Year Application Form, the home local authority will forward the relevant information to Calderdale Local Authority for consideration.

8.4.2 Parents/guardians will be informed of the outcome of the request, by their home local authority, where coordination exists.

8.4.3 Where another local authority does not coordinate in year applications, parent/guardian may complete a Calderdale In-Year Application Form and Calderdale will directly notify the parent/guardian of the outcome of their application.

8.4.4 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.

8.4.5 To apply for a place at a primary school within Calderdale, where a collaborative does not exist, parent/guardian may directly contact the school.

8.4.6 Pupils in receipt of an Education, Health and Care Plan (formerly a Statement of Special Educational Needs)

o A parent who wishes to transfer a pupil who is in receipt of an Education, Health and Care Plan (formerly 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.

8.4.7 Children in Public Care (“Children Looked After”)

o In the case of children looked after, requests for transfers should be made to the Service Manager, ‘Children Looked After’ Education Service at the Local Authority.

8.5 Waiting lists

- Where an application for a place at a school within the Elland area, West Central Halifax and the majority of North Halifax has been submitted and refused as a consequence of insufficient places, the 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 any other Calderdale school has been submitted and refused as a consequence of insufficient places, any request for a pupil’s name to be retained on a waiting list, where one is held, will be forwarded to the admission authority responsible for maintaining that list.

- Waiting lists will be maintained in the order of that individual school’s published oversubscription criteria.
**SCHEDULE 2**

**Timetable of Co-ordinated Scheme – Primary Schools**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>18 November 2016</td>
<td>Admission to Primary School Leaflet available for parents.</td>
</tr>
<tr>
<td>15 January 2017</td>
<td><strong>CLOSING DATE.</strong> Online applications to be submitted by this date. Any supporting documentation to be returned by parent to the Local Authority. Any relevant supplementary information forms to be submitted to the appropriate school by this date (unless an alternative date has been stipulated by the relevant school).</td>
</tr>
<tr>
<td>10 February 2017</td>
<td>Details of applications to be sent to all voluntary aided and foundation schools (and academies where relevant).</td>
</tr>
<tr>
<td>10 February 2017</td>
<td>Details of applications to be sent to other local authorities.</td>
</tr>
<tr>
<td>28 February 2017</td>
<td>List of applications in ranked order to be submitted to the Local Authority by voluntary aided and foundation schools (and academies where relevant).</td>
</tr>
<tr>
<td>10-21 March 2017</td>
<td>Exchange of information with other local authorities relating to offers to be made.</td>
</tr>
<tr>
<td>18 April 2017</td>
<td><strong>NATIONAL OFFER DAY.</strong> Notification to parents. Primary schools notified of allocation of places.</td>
</tr>
<tr>
<td>1 May 2017</td>
<td>Last date for parents to accept offer and/or request reallocation.</td>
</tr>
<tr>
<td>15 May 2017</td>
<td>Parents notified of the outcome of reallocation requests.</td>
</tr>
</tbody>
</table>