

CO-ORDINATED ADMISSION SCHEME

PRIMARY AND SECONDARY SCHOOLS
(Community, Voluntary Aided, Foundation and
Academies)

Includes: Applications for Primary Schools
Applications for Secondary Schools
Mid-year transfer requests

2013/14

Introduction

1. The 1998 Act, as amended by the Education Act 2002, has introduced new statutory requirements for every Local Authority (LA) to draw up a scheme covering every maintained school in its area. Redcar and Cleveland LA has drawn up a full co-ordinated admissions scheme for the main rounds for Primary and Secondary applications and 'in year' transfer requests for the academic year 2013/14.

The scheme also complies with changes introduced to the new School Admissions Code through the Education & Inspections Bill 2006.

Interpretation

2. In this scheme:

"the LA" means Redcar and Cleveland Borough Council acting in their capacity as local education authority;

"the LA area" means the area in respect of which the LA is the local education authority.

"primary education" has the same meaning as in section 2(1) of the Education Act 1996;

"secondary education" has the same meaning as in section 2(2) of the Education Act 1996;

"primary school" has the same meaning as in section 5(1) of the Education Act 1996;

"secondary school" has the same meaning as in section 5(2) of the Education Act 1996;

"school" means a community, foundation or voluntary school (but not a special school) which is maintained by the LA;

"VA schools" means those schools which are voluntary-aided church schools;

"Academy" means a publicly funded independent school;

"admission authority" in relation to a community and voluntary controlled school means the LA and, in relation to a VA schools and Academies, means the governing body of that school;

"determination year" means the academic year (i.e. the period from 1 August to the following 31 July) immediately preceding the offer year. This is the academic year in which admission authorities determine their admission arrangements;

"admission arrangements" means the overall procedure, practices, criteria and supplementary information to be used in deciding on the allocation of school places and refers to any device or means used to determine whether a school place is to be offered;

"in year" transfer requests mean any applications received for those primary or secondary schools whose normal age of entry is other than 5 or 11 received during the academic year 2013/14.

"nearest appropriate school" is defined as the school closest to the home address with places, unless your child is a baptised Catholic then a place would be offered at the nearest Roman Catholic School with places.

Applying for a school place

3. There will be a standard form which will be used for the purpose of admitting pupils into the reception class for primary school and the first year of secondary education in the determination year and a separate form (mid-year transfer form) for any applications made for a “mid year transfer” into any year group. Applications for entry into reception class and year 7 can also be made online.
4. The forms 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 LA area who wish to express a preference for their child –
 - (a) to be admitted to a school within the LA area (including VA schools and Academies).
 - (b) to be admitted to a school located in another LA's area (including VA schools and Academies).
5. The application forms will –
 - (a) invite parents to express three preferences by completing the form including, where relevant, any schools outside the LA's area, in rank order of preference;
 - (b) invite parents to give their reasons for each preference.
 - (c) for entry into reception or year 7 will specify a closing date (for the determination year) and where it must be returned.
6. The LA will make appropriate arrangements to ensure that application forms are available on request from the LA. Mid-year application forms for primary school transfer will also be available in primary schools.
7. All preferences expressed on the application forms are valid applications. The governing body of a VA school can require parents who make a preference their school, to provide additional information on a supplementary form only where the additional information is required for the governing body to apply their oversubscription criteria to the application. Supplementary forms will be included in the application information sent to parents whose children already attend a VA school nursery when applying for a reception place and to parents whose children attend a VA school when applying for a year 7 place. Details about how to obtain a supplementary form for other parents wishing to express a preference for a VA school will be provided.
8. Where a school receives a supplementary form it will not be regarded as a valid application unless the parent has also completed either the Redcar and Cleveland paper or online application or, if resident in another area, their home area's application form upon which the school is nominated. Where supplementary forms are received directly by VA schools the school must inform the LA immediately so it can verify whether an LA's application or neighbouring area's application has been received from the parent and if not, contact the parent and request one. Under the requirements of the scheme, parents will not be under any obligation to complete an individual school's supplementary form where this is not strictly required for the governing body to apply their oversubscription criteria.

Processing of Applications

9. Completed applications (on line or paper) should be made by :
 - (a) for secondary schools by the **31 October 2012**.
 - (b) for primary schools by the **15 January 2013**.
 - (c) Online applications can be made up to **11.59pm on 31 October 2012 for year 7 applications and 11.59pm on 15 January 2013 for reception applications**

SECONDARY ADMISSIONS - Determining offers in response to applications.

11. The LA will act as a clearing house for the allocation of places by the relevant admission Authorities. The LA will only make any decision with respect to the offer or refusal of a place in response to any preference expressed on the CAF where
- it is acting in its separate capacity as an admission authority; or
 - an applicant is eligible for a place at more than one school, or
 - an applicant is not eligible for a place at any school that the parent has nominated.
12. **By the 16 November 2012** the LA will notify the voluntary aided and academy admission authority for each of the schools of every application that has been made for that school. Where parents have requested a place at a school outside of the LA area, the information will be forwarded to the relevant admission authority/authorities.
13. **By 11 January 2013** - VA schools and Academies, inform LA of allocation of places for all applications received in the priority order of their admission policy.

By 25 January 2013 -The LA compares lists and considers all preferences from the parent and if first preference is refused look to see where 2nd or 3rd preferences can be accommodated.

Liaison will take place with VAs, other LAs and Academies until the allocation of places is resolved for each application, as required.

The LA will match ranked lists for all schools and:

- where the child is eligible for a place at only one of the nominated schools, that school will be allocated to the child;
- where the child is eligible for a place at two or more of the nominated schools, they will be allocated a place at whichever of these is the highest ranked preference.

Where the child is not eligible for a place at any of the nominated schools, they will be offered a place at the nearest appropriate school with a vacancy.

15. **On 1 March 2013** letters will be posted to all parents informing them which school has been allocated to their child. Online applicants will also receive an email on the 1 March. Parents will also be advised of their right to appeal if they are unhappy with the place that has been allocated.

PRIMARY ADMISSIONS - Determining offers in response to applications.

16. The LA will act as a clearing house for the allocation of places by the relevant admission Authorities. The LA will only make any decision with respect to the offer or refusal of a place in response to any preference expressed where
- it is acting in its separate capacity as an admission authority; or
 - an applicant is eligible for a place at more than one school, or
 - an applicant is not eligible for a place at any school that the parent has nominated.
17. **Week commencing 3 December 2012** Application information sent to all parents and online application website opened.
18. **15 January 2013** closing date for paper and online applications.
19. **25 January 2013** – supplementary forms sent to VA schools.
20. **8 March 2013**- VA schools, Academies and other LA's inform the home LA of allocation of places for all applications received in the priority order of their admission policy.

Liaison will take place with VA, Academies and other LA's schools until the allocation of places is resolved for each application, as required.

21. **By the 29 March 2013** - the LA will match ranked lists for all schools and:

- where the child is eligible for a place at only one of the nominated schools, that school will be allocated to the child;
- where the child is eligible for a place at two or more of the nominated schools, they will be allocated a place at whichever of these is the highest ranked preference.

Where the child is not eligible for a place at any of the nominated schools, they will be offered a place at the nearest appropriate school with a vacancy.

22. **12 April 2013** - Letters posted to parents informing them which school has been allocated. An e mail will also be sent to parents who applied online. Parents will also be advised of their right to appeal if they are unhappy with the allocated school.

23 **LATE APPLICATIONS**

Forms received after the closing date will be dealt with after all the other applications unless there is a good reason for their lateness, e.g. if a family moves into the area. In these cases the application can be considered along with all of those that came in on time providing the allocation of places has not already been completed.

WAITING LISTS

24. Waiting lists for both reception and year 7 will be maintained until the end of the Autumn Term 2013. Any places that become available will be allocated in accordance with the published oversubscription criteria

Timetable for the co-ordinated admission arrangements 2013/2014

Secondary Schools

W/C 3 September 2012	<ul style="list-style-type: none"> • Send out application information • Online application website opens
Wednesday 31 October 2012	<ul style="list-style-type: none"> • Closing date for receipt of online and paper applications
Friday 16 November 2012	<ul style="list-style-type: none"> • Send supplementary forms to VA schools and preference details to academies • Send application details for schools in other LAs to those LAs
Friday 11 January 2013	<ul style="list-style-type: none"> • VA schools and academies to advise LA of pupils who could be offered places
Friday 25 January 2013	<ul style="list-style-type: none"> • LA will have compared all lists and allocated places in accordance with the highest expressed preference where possible • LA to inform other LAs of places to be offered to their residents

Friday 1 March 2013	NATIONAL OFFER DAY <ul style="list-style-type: none"> • LA sends letters to all parents informing them of the allocated schools • LA informs schools of final offers
Friday 29 March 2013	<ul style="list-style-type: none"> • Closing date for appeal forms
May – July 2013	<ul style="list-style-type: none"> • Appeals to be heard by Independent Panels
End of Autumn Term 2013	<ul style="list-style-type: none"> • Admission round ends • Waiting lists close

Primary Schools

W/C 3 December 2012	<ul style="list-style-type: none"> • Send out application Information. • Online application website opens.
Tuesday 15 January 2013	<ul style="list-style-type: none"> • Closing date for receipt of online and paper applications
Friday 25 January 2013	<ul style="list-style-type: none"> • Send supplementary forms to VA schools
W/C 4 February 2013	<ul style="list-style-type: none"> • LA to provide indicative admission numbers to schools
By Friday 8 February 2013	<ul style="list-style-type: none"> • VA schools to advise the LA of pupils who could be offered places • LA has drawn up lists of pupils who could be offered places in community and voluntary controlled schools
By Friday 8 March 2013	<ul style="list-style-type: none"> • LA to exchange offer information with neighbouring LAs
By Friday 29 March 2013	<ul style="list-style-type: none"> • The LA will have compared all lists and allocated places in accordance with the highest expressed preference where possible
Friday 12 April 2013	<ul style="list-style-type: none"> • The LA to send letters to all parents informing them of their allocated schools • LA to inform schools of allocated pupils.
Friday 18 May 2013	<ul style="list-style-type: none"> • Closing date for appeals
June/July 2013	<ul style="list-style-type: none"> • Appeals to be heard by Independent Panels
September 2013	<ul style="list-style-type: none"> • Single point of entry
End of Autumn Term 2013	<ul style="list-style-type: none"> • Admission round ends • Waiting lists close

Redcar and Cleveland Local Authority

Co-ordinated Mid-Year Admissions Scheme

for Primary Schools, Secondary Schools and Academies

Introduction

1. This scheme is made by Redcar and Cleveland Local Authority under the (Co-ordination of In Year Admission Arrangements) (England) Regulations 2008 and applies to all primary schools, secondary schools and academies in the Redcar and Cleveland area.
2. The mid-year co-ordinated scheme is for the academic year 2013/14 and shall apply to every primary school, secondary school and Academy in Redcar and Cleveland Authority area and will take effect from 1 September 2013.
3. The scheme is determined in accordance with the provisions set out in part I and processed in accordance with parts II and III

Interpretation

4. In this scheme –

“the LA” means Redcar and Cleveland Borough Council acting in their capacity as local authority;

“the LA area” means the area in respect of which the LA is the local authority;

“secondary education” has the same meaning as in section 2(2) of the Education Act 1996;

“secondary school” has the same meaning as in section 5(2) of the Education Act 1996;

“primary education” has the same meaning as in section 2(2) of the Education Act 1996;

“primary school” has the same meaning as in section 5(2) of the Education Act 1996;

“school” means a community, foundation, voluntary school or academy (but not a special school);

“admission authority” in relation to a community or voluntary controlled school means the LA and, in relation to a foundation, Academy or VA school means the governing body of that school;

“the specified year” means the school year beginning at or about the beginning of September 2013;

“admission arrangements” means the arrangements for a particular school or schools which govern the procedures and decision making for the purposes of admitting pupils to the school;

“mid-year admission” means any application for a place in a school in any year of education that is received after 1 September 2013 except in the case of admission into reception and year 7 in which case these will be treated as the ‘normal’ round of admissions up to the end of the Autumn term 2013;

“nearest appropriate school” is defined as a school closest to the home address that has places available”.

PART 1 - THE SCHEME

1. There will be a standard application form known as the Mid Year Preference form (MYPF) supplied by the Local Authority for parents resident in Redcar and Cleveland, who wish to express a preference(s) for a school in the Authority area or to a school(s) in another LA area.
2. The MYPF will be used for the purpose of admitting pupils into any year group of secondary education in the specified year other than at the normal year of entry into year 7.
3. The MYPF will be used for the purpose of admitting pupils into any year group of primary education in the specified year other than at the normal year of entry into reception class.
4. The normal year of entry for admission into year 7 and reception class will cease at the end of the autumn term of that academic year. Applications received after then, for entry into either of these years, will be deemed as a mid year transfer and dealt with accordingly.
5. The MYPF 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 for their child:
 - to be admitted to a school within the LA area (including Voluntary Aided Foundation schools and Academies)
 - to be admitted to a school located in another LA's area (including VA, Foundation schools and Academies).
6. The MYPF will invite the parent to express up to three preferences and give their reasons for each preference. All preferences expressed will be considered on an equal weighting basis. Where a pupil is eligible for more than one place they will be offered the highest ranked preference that has available places by the LA as the admissions authority, or on behalf of another LA or the admissions authority of a VA, Foundation School or Academy. If a place cannot be offered at a preferred school a place will be offered at the nearest alternative school that has places available.
7. All preferences expressed on the MYPF are valid applications.
8. Parents who have moved into the Redcar and Cleveland area seeking a place in a school should contact the LA who will send out an MYPF which should be completed and returned to the LA within 5 working days. If the form is not returned, parents will be contacted and if the form is still not returned the Education Welfare Service and Children Missing Education Officer will be informed.
9. Parents wishing to transfer schools within Redcar and Cleveland will be directed to the LA who will send out an MYPF which should be returned within 5 school days. If the MYPF is not returned, parents will be contacted to establish if they still wish the transfer to go ahead.
10. If the MYPF is returned to a school it should be forwarded to the LA for processing.

Processing of Mid Year Preference Forms

11. Once all completed forms are returned to the LA, the availability of places within Redcar and Cleveland schools will be considered, or if the request is for a school in another LA area, that LA will be contacted to enquire if a place is available.

Determining offers in response to the MYPF

12. The relevant oversubscription criteria will be applied if there are more applicants than available places.
13. The LA will act as a clearing house for places allocated by all admission authorities to applicants resident in Redcar and Cleveland. Where the LA is the admissions authority it will consider the applications for its own schools and after consultation with the school concerned will notify the applicant of the outcome of their application. Decisions on applications for schools of other admission authorities will be made by the authority concerned. Where a pupil is eligible for a place at more than one school, then a place will be provisionally offered at the highest ranked school for which they are eligible.
14. Where the pupil is not eligible for a place at any of the preferred schools, the pupil will be provisionally offered a place at the nearest appropriate school with a vacancy.
15. The offer/refusal letter will be issued by the home LA on behalf of another admission authority. The letter will give the following information:
 - a. the name of the school at which a place is provisionally being offered whether it be an offer by the LA or on behalf of another admission authority; Or
 - b. the reasons why the pupil is not being offered a place at each of the other schools nominated on the MYPF;
 - c. information about their statutory right of appeal against the decision to refuse places at the other nominated schools;
 - d. contact details for the school and LA (and those nominated Foundation, VA where they were not offered a place, so that they can lodge an appeal with the governing body);
 - e. what to do if the place offered is in another LA area;
 - f. what to do if an offer was not made at the preferred school which was within another LA and who to contact.
16. Parents will have seven working days to respond to the offer letter to accept the school place offered. The LA will then look to withdraw the offer.
17. The procedure of waiting lists for VA/community schools is discouraged as it is the Local Authority only that must offer the school place.
18. Where a VA/Foundation school holds a waiting list the Local Authority will liaise with the school regarding ranking on the list.
19. Waiting lists where held must be ranked in order of oversubscription criteria

PART II – MID YEAR TRANSFERS SECONDARY

If a pupil moves into the area they should immediately contact the school admissions team to enquire about the availability of school places. A MYPF will be sent out to the parent and should be returned within five school days. Parents will be contacted if the MYPF is not returned and if the form is still not received the Children Missing Education Officer and the Education Welfare service will be informed.

If a pupil already attends a Redcar and Cleveland mainstream secondary school and wishes to transfer to another, they should in the first instance discuss the transfer with the current school that the pupil attends. If they still wish for the transfer to proceed, they should then contact the school

admissions team to request a MYPF. The form should be returned to the LA admissions team within five school days. Should there be a place available in the school requested the LA will seek information about the pupil from their current school. This information should be returned within 5 school days and will be forwarded to the preferred school. The school must confirm to the Local Authority if it is to offer a place and if so, a start date agreed.

If the new school has reached its admission limit in the relevant year group a place will be refused and the parent/carers will be informed of their right of appeal and issued with the appeal forms by the LA.

Should the preferred school refuse to accept the pupil, although places are available, and the Authority considers that there is no valid reason for refusal, the parent will also be offered the right to appeal against the decision.

PART III – MID YEAR TRANSFERS PRIMARY

If a pupil moves into the area they should immediately contact the school admissions team to enquire about the availability of school places. A MYPF will be sent out to the parent and should be returned to the LA admissions team within five school days. Parents will be contacted if the MYPF is not returned and if the form is still not received the Children Missing Education Officer and Education welfare Service will be informed.

Parents may also wish to visit their local school in the first instance. A MYPF will be available at the school for the parents to complete. The primary school will then immediately inform the admissions team of the enquiry for a school place and the parent should return the form directly to the LA or alternatively if handed in at the school, the school must submit the completed MYPF to the LA admissions team. The LA will confirm with the school that there is a place available. The offer of a school place must be made by the LA admissions team and the pupil must not be admitted until the offer letter is sent. (A copy of the offer letter will be e mailed to the school.)

If a pupil already attends a Redcar and Cleveland primary school and wishes to transfer to another, they should in the first instance discuss the transfer with the pupil's current school. If they then still wish for the transfer to proceed, they should then contact the school admissions team to request a MYPF. The parent/carer should return the form to the LA within five school days. The LA will contact the school to confirm that there is a place available and a start date agreed.

Should the new school have reached its admission limit, a place will be refused and the parent/carers will be informed of their right to appeal against the decision and issued with the appeal forms.

Should the preferred school have places available in the relevant year group but refuses to admit the pupil and the Authority considers that there is no valid reason for refusal the parent will also be offered the right to appeal against the decision.